

# Kentucky Department for Libraries and Archives



## LSTA Library Services and Technology Act

### Annual Report FY 2003 October 1, 2002 – September 30, 2003



Kentucky Department for Libraries and Archives  
James A. Nelson  
State Librarian and Commissioner

January, 2004

The 2003 Annual Report has been prepared for the purpose of reviewing and evaluating the progress made toward meeting the goals outlined in the KDLA 2002-2007 LSTA Five Year Plan. The Plan addresses the library needs and desires deemed necessary to the citizens of Kentucky and outlines a plan for meeting those needs. This Report details funds awarded and the activity on each project during 2003. Financial pages provide an outline of actual expenditures.

1. **Goal #1 - Access / Technology:** Strengthen the ability of all citizens of Kentucky to have free and equal use of a full range of library and information services by providing and improving access to all types of resources to meet the needs of all types of users.
2. **Goal #2 - Awareness / Outreach:** Increase awareness of library and information services and programs to the underserved urban and rural communities to allow them to fully utilize library and information resources and support outreach and partnerships with organizations and agencies that will help further the library mission.
3. **Goal # 3 - Children and Youth Services:** Improve the ability of libraries to meet the informational and recreational reading needs of children and young adults by promoting the planning, maintenance and expansion of programs and by providing librarians who are well educated, effective, and confident in their work to assure that Kentucky's children receive high quality public library service.
4. **Goal # 4 - Programming / Training:** Strengthen the statewide library system by providing a competent, qualified workforce to serve the citizens of the state and by encouraging and supporting creative programming that will meet the specific needs of communities regardless of economic, educational, geographical or physical barriers..

### **Mission Statement**

The Kentucky Department for Libraries and Archives (KDLA) is committed to support and promote equitable access to quality library services and information resources to meet the library and information needs for all Kentuckians and to ensure that adequate documentation of government programs is created, maintained, and available for public use by providing training, consultation and statewide programs.

This publication is supported by the Institute of Museum and Library Services under the provision of the Library Services and Technology Act as administered by the Kentucky Department for Libraries and Archives.

The Kentucky Department for Libraries and Archives does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. This publication will be made available in alternative format upon request.

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# **LSTA ANNUAL PROJECT REPORT KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**

**FY2003**

**Project # 1A1**

**Funds Awarded: \$124,900**

**Project Title: Kentucky Union List of Serials**

**KDLA Project Monitor: Charlene Davis**

**Number of Persons Served: 400,000**

**Congressional District Served: Statewide**

## **SUBGRANT INFORMATION (if applicable)**

**Library Name: University of Louisville Research Foundation, Inc.**

**Project Director: Allen Ashman**

**Phone Number: 502-852-5931**

**Fax Number: \_\_\_\_\_**

**Email: allen.ashman@louisville.edu**

**Library URL: http://www.louisville.edu/library/kuls/**

**Library Address: Ekstrom Library, Belknap Campus, Louisville, KY 40292**

## **LSTA Purpose**

**Services for Lifelong Learning**

### **State Goal**

☒ Strengthen libraries as resources in meeting economic, educational, cultural, and recreational needs

### **IMLS Primary Performance Category**

☒ Access

### **IMLS Secondary Performance Category**

☒ Access

### **Primary Users**

☒ Adults

☒ Institutionalized persons

☒ Library staff

### **Primary Service**

☒ Information access and services

☒ Interlibrary loan

**Start Date 10-01-02**

**End Date 09-30-03**

**Project Purpose**

To provide accurate and complete information about serial/journal holdings in libraries of all types in the Commonwealth to library staff and end users. With this information, a traditional delivery mechanism, OCLC ILL, can be employed to get that information in a timely manner to the citizen.

**Project Activities/Methods**

Information about serial/journal holdings was available through the OCLC Union List of Serials. Library staff members and their end users literally throughout the world had accurate and complete access to serials information held by Kentucky institutions. That information was used in resource sharing activities through OCLC ILL which delivered the materials which meet the information needs of library clients.

Additionally, the KULS trains library personnel on the creation of and use of union listing records. During this past year, the KULS editor spoke at a state library conference about union listing (Kentucky SOLINET Users' Group) and gave a short presentation to the interlibrary loan staff of one of the state's major academic libraries. It is hoped that through these presentations library employees were successfully encouraged to use union listing in their resource sharing efforts and to report their library's holdings to the KULS office.

During 2002-2003, the KULS has taken advantage of some recent changes in OCLC's FirstSearch presentation of union listing records. For those libraries with fewer than 500 union listing records, we have been using FirstSearch to create alphabetical printouts of their holding records. The fact that these printouts can now be made in alphabetical order is no small detail. Previously, these lists were in no particular order and subsequently were of limited use. Now small libraries can use these lists to compare their actual holdings against KULS's records. These tangible lists have been of great assistance in impressing upon library personnel the inaccuracy of the records KULS has for their libraries. Actually showing them a printed list of inaccurate information has proven to be much more compelling than were mere observations about the number of months or years that have passed since their last update. We anticipate using this effective, even if laborious, public relations technique throughout the next year.

**Project Outputs**

KULS' major focus is to maintain the union listing records of our member libraries here in Kentucky. To this end, they processed a total of 9,879 updates with 9,327 of those updates in OCLC's Union Listing Module and 552 in the National Library of Medicine's SERHOLD system. These serial holdings records were received from 71 member libraries.

**Project Outcomes (What were the results?)**

This project missed its goal of 10,000 updates by a mere 121. The number of libraries which updated records dropped from the extremely impressive and abnormally high number of 85 last year to the more normal 71. Subsequently, another target was missed. This project has always had difficulty in convincing participating libraries of the need for them to update their holdings on a regular basis. This editor has spent a considerable amount of time over the past several years trying everything in his arsenal to get library staff to do this. Nothing has really caught their attention. However, with the higher visibility in an understandable format of these holdings in the OCLC FirstSearch WorldCat as well as in the new OCLC ILL Web version, perhaps awareness will increase. Serials are fraught with the complexities of ever changing titles and numerous births and deaths that make them seem incomprehensible to many. No new institutions came forward this past year asking to be trained to update their own holdings in the OCLC UL. More often than not, after a library has been trained to update their own LDR's they determine that it is too much trouble and revert back to sending them to the KULS staff

## **Project 1A1**

to deal with. Subsequently, we have determined that missing this output target is not tragic. Another target that certainly appeared more than attainable during the planning process but did not come to fruition had to do with the increase in interlibrary loan activity. The extreme shifts in ILL activity are detailed in the annual report on the Support for Library Consortia Project #02-1B4. Nothing indicates that KULS is even remotely to blame for the sharp decline in selective users lending activities which brought the overall percentage of increase down to 3% from the anticipated 8%.

### **Additional Project Outcomes (What are the data sources?)**

The subgrant monitor provides quarterly reports of activity on this project to the state library. This is not a project that lends itself to outcome evaluation as libraries do not see the direct impact of the project on the patron. Patrons may use the information they are able to access as a result of this project in many different ways. The fact that the information is made available and is being used proves that this is a valuable project to our patrons.

### **Anecdotal Info**

Because this is a subgrant project, we at the State Library are even further removed from the end user of these services than usual. It is difficult to provide or expect personal or anecdotal information about how this project affected the citizens of the Commonwealth. Statistics were retained to document ILL usage and KULS participation.

# **LSTA ANNUAL PROJECT REPORT KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**

**FY2003**

**Project # 1A2**

**Funds Awarded: \$45,500**

**Project Title: Kentucky Guide Program**

**KDLA Project Monitor: Barbara Teague**

**Number of Persons Served: 500**

**Congressional District Served: Statewide**

## **SUBGRANT INFORMATION (if applicable)**

**Library Name: \_\_\_\_\_**

**Project Director: \_\_\_\_\_**

**Phone Number: \_\_\_\_\_**

**Fax Number: \_\_\_\_\_**

**Email: \_\_\_\_\_**

**Library URL: \_\_\_\_\_**

**Library Address: \_\_\_\_\_**

## **LSTA Purpose**

**Library Technology, Connectivity and Services**

### **State Goal**

☒ Strengthen management of systems/services needed to meet information needs

### **IMLS Primary Performance Category**

☒ Access

### **IMLS Secondary Performance Category**

☒ Tools for the future

### **Primary Users**

☒ Adults

☒ Library staff

☒ Statewide public

### **Primary Service (choose at least one but not more than three)**

☒ Cultural heritage programs

☒ Information access and services

☒ Virtual library services

**Start Date 10-1-02**

**End Date 9-30-03**

**Project Purpose**

To make archival and manuscript materials in Kentucky historical records repositories more accessible to customers by providing bibliographic descriptions and making them available in the KDLA catalog on the Internet.

**Project Activities/Methods**

A cataloger has not been hired, so most objectives of the project could not be undertaken. We were also unable to hire a graduate school student from the University of Kentucky at the beginning of the project, because of the changing requirements of UK's contract office. The contractual problem was worked out, and the graduate student began work in May.

**Project Outputs**

The administrative specialist who catalogs material in the KDLA catalog has created 55 new records and standardized 136, for a total of 191 records. She has also been training herself and the graduate school intern to use the catalog, to add subject headings, and to edit records. We also have a backlog of 394 records waiting for the administrative specialist and UK intern to finish.

**Project Outcomes (What were the results?)**

Without a full-time staff person, the work of the grant cannot be accomplished. Bibliographic records are waiting to be updated, and new descriptions are waiting to be added. Customers are not aware of all of our holdings, and our catalog does not reflect all of our holdings. The search pages and help screens that were intended to integrate the archives catalog into the library catalog are not being done, which is a great disservice to customers.

**Additional Project Outcomes (What are the data sources?)**

None

**Anecdotal Info**

None

**Exemplary Reason**

None

# **LSTA ANNUAL PROJECT REPORT KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**

**FY2003**

**Project # 1B1**

**Funds Awarded: 20,000**

**Project Title: Collection Digitization Subgrants**

**KDLA Project Monitor: Charlene Davis**

**Number of Persons Served: 0**

**Congressional District Served: None**

## **SUBGRANT INFORMATION (if applicable)**

**Library Name: \_\_\_\_\_**

**Project Director: \_\_\_\_\_**

**Phone Number: \_\_\_\_\_**

**Fax Number: \_\_\_\_\_**

**Email: \_\_\_\_\_**

**Library URL: \_\_\_\_\_**

**Library Address: \_\_\_\_\_**

## **LSTA Purpose**

**Services for Lifelong Learning**

## **State Goal**

☒ Strengthen libraries as resources in meeting economic, educational, cultural, and recreational needs

## **IMLS Primary Performance Category**

☒ Access

## **IMLS Secondary Performance Category**

☒ Access

## **Primary Users**

☒ Adults

☒ Library staff

## **Primary Service**

☒ Digitization and digital library programs

**Start Date October 1, 2002**

**End Date September 30, 2003**

**Project Purpose**

To fund the digitization and creation of accompanying descriptions of collections in the repositories across the state and make them available worldwide 24/7.

**Project Activities/Methods**

Because this content is a new area for the Project Manager, what time was able to be devoted to this revolved around educating her. She attended a two day SOLINET workshop on Digital Imaging of Library Materials. Because this was a hands-on workshop, her practical knowledge of this process was greatly enhanced. She actually took part of the WPA collection with her to work with. With this knowledge in hand, she began investigating various methods of deploying these grant funds. Much research and information gathering has taken place. Other related grant programs were investigated and processes studied. Even other funding organizations awarded grant applications were scrutinized.

**Project Outputs**

Little was accomplished on this project. Inactivity was due to the fact that the Division Director was the monitor. The Division labored under a 20+% vacancy rate that included 2 middle managers. This forced the Director to have a much more hands on style than usual. Subsequently, some projects like this one suffered from neglect.

**Project Outcomes (What were the results?)**

**Additional Project Outcomes (What are the data sources?)**

**Anecdotal Info**

**Exemplary Reason**

# **LSTA ANNUAL PROJECT REPORT KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**

**FY2003**

**Project # 1B2-A**

**Funds Awarded: 20,000**

**Project Title: Archival Finding Aid Conversion**

**KDLA Project Monitor: Barbara Teague**

**Number of Persons Served: 0**

**Congressional District Served: 0**

**SUBGRANT INFORMATION (if applicable)**

**Library Name: \_\_\_\_\_**

**Project Director: \_\_\_\_\_**

**Phone Number: \_\_\_\_\_**

**Fax Number: \_\_\_\_\_**

**Email: \_\_\_\_\_**

**Library URL: \_\_\_\_\_**

**Library Address: \_\_\_\_\_**

**LSTA Purpose**

**Library Technology, Connectivity and Services**

**State Goal**

☒ Strengthen management of systems/services needed to meet information needs

**IMLS Primary Performance Category**

☒ Access

**IMLS Secondary Performance Category**

☒ Tools for the future

**Primary Users**

☒ Adults

**Primary Service**

☒ Information access and services

**Start Date 10-01-02**

**End Date 9-30-03**

**Project Purpose**

To make item level finding aids for KDLA's archival materials on microfilm available electronically through the KDLA Catalog.

**Project Activities/Methods**

The Kentucky Guide Program cataloger was to oversee this project. A cataloger has not been hired due to a state hiring freeze. This project will not start until the cataloger is hired.

Without a full-time staff person to create a work plan, to serve as liaison to the vendor, to provide quality control editing on the work of the vendor, and to provide links from the EAD records to the bibliographic descriptions in the KDLA catalog, the work of the grant cannot be accomplished.

# **LSTA ANNUAL PROJECT REPORT KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**

**FY2003**

**Project # 1B2-B**

**Funds Awarded: \$10,000**

**Project Title: Archival Photograph Digitization**

**KDLA Project Monitor: Charlene Davis**

**Number of Persons Served: 100**

**Congressional District Served: Statewide**

## **SUBGRANT INFORMATION (if applicable)**

**Library Name: \_\_\_\_\_**

**Project Director: \_\_\_\_\_**

**Phone Number: \_\_\_\_\_**

**Fax Number: \_\_\_\_\_**

**Email: \_\_\_\_\_**

**Library URL: \_\_\_\_\_**

**Library Address: \_\_\_\_\_**

## **LSTA Purpose**

**Services for Lifelong Learning**

## **State Goal**

☒ Strengthen libraries as resources in meeting economic, educational, cultural, and recreational needs

## **IMLS Primary Performance Category**

☒ Access

## **IMLS Secondary Performance Category**

☒ Access

## **Primary Users**

☒ Adults

☒ Children

☒ Statewide public

## **Primary Service**

☒ Cultural heritage programs

☒ Digitization and digital library programs

☒ Information access and services

**Start Date 10-01-03**

**End Date 9-30-03**

**Project Purpose**

To digitize the Kentucky WPA photograph collection, mount the images on our server, create Encoded Archival Description for each of the images and load those records with the URL link to the image into the KDLA Catalog so that there will be 24/7 access worldwide.

**Project Activities/Methods**

KDLA will contract with a vendor to digitize the 900 images according to established KDLA standards and to convert the accompanying item level information to Encoded Archival Description. The item level identification of the photographs currently exists only in pencil emendations on the back of the photos. The images will be made available on the KDLA website, with descriptive information. The catalog record for the WPA photographs in the KDLA Catalog will be linked to the URL for the EAD finding aid. The images will also be accessed through the Kentuckiana Digital Library of the Kentucky Virtual Library (KYVL).

**Project Outputs**

During the first six months of this reporting period, there was some progress in this project. The Project Monitor attended a two day SOLINET workshop on Digital Imaging of Library Materials. Because this was a hands-on workshop, her practical knowledge of this process was greatly enhanced. She actually took part of the WPA collection with her to work with. With this knowledge in hand, she began investigating various methods of how to get this work completed. The imaging itself appears to be able to be completed either in house or on a contractual basis with OCLC. The intellectual access could have been accomplished through OCLC. During the investigation of how the work could be completed, other digitization projects were examined. No funds were expended.

**Project Outcomes (What were the results?)**

Inactivity is due to the fact that the Division Director is the monitor. The Division has laboring under a 20+% vacancy rate that includes 2 middle managers for most of this reporting period. This has forced the Director to have a much more hands on management style than usual. Subsequently, some projects like this one have suffered from neglect. In the mean time, it has been determined that many of these WPA photographs are already digitized through other collections. The Pack Horse Librarian series along with other Kentucky topics are a part of the extensive New Deal Network site. The University of Kentucky holds the Goodman-Paxton Collection, 1934-1942. The collection consists of 5699 black and white photographic prints, taken for and under the direction of George Goodman, Director of the Works Progress Administration (WPA) in Kentucky. Cover in the years 1934 to 1942, these images document the accomplishments of the WPA within the state. Views of building and road construction predominate, although photographs of people enrolled in various WPA training programs are located at the end of each album. The collection documents the construction of schools, hospitals, courthouses, libraries, and municipal buildings. 1501 of these photos are already digitized and EAD records exist. Western Kentucky University has also begun a digitization project of their over 1,200 photos which include WPA photos. There are other references and sites that also have some other WPA photos. It has become apparent that the possibility of duplication of effort is increasing. Being good stewards of public funds, we would like to suspend this project until some cooperative venture can be in place to ensure that duplication does not occur. The KYVL Kentuckiana Work Group is the most logical place to begin. This group, however, has not met in over a year. That should be investigated first as an appropriate venue for collaboration/cooperation.

# **LSTA ANNUAL PROJECT REPORT KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**

**FY2003**

**Project # 1B3a**

**Funds Awarded: \$29,251**

**Project Title: Library Automation Subgrant-Owen County**

**KDLA Project Monitor: Terry L. Manuel**

**Number of Persons Served: 32,000**

**Congressional District Served: Fourth**

## **SUBGRANT INFORMATION (if applicable)**

**Library Name: Owen County Public Library**

**Project Director: Bettina Somerville**

**Phone Number: 502-484-3450**

**Fax Number: 502-484-3463**

**Email: bettinas@bellsouth.net**

**Library URL: http://www.owencountylibrary.org**

**Library Address: 118 North Main, Owenton KY 40359**

## **LSTA Purpose**

**Library Technology, Connectivity and Services**

### **State Goal**

☒ Strengthen management of systems/services needed to meet information needs

### **IMLS Primary Performance Category**

☒ Access

### **IMLS Secondary Performance Category**

☒ Tools for the future

### **Primary Users**

☒ Adults

☒ Children

☒ Young adults and teens

### **Primary Service**

☒ Information access and services

☒ Technology infrastructure

**Start Date 11-15-02**

**End Date 09-30-03**

**Project Purpose**

To provide enhanced electronic access to library materials and services in cooperation with the Carroll and Gallatin County Public Library systems so as to better serve the informational and recreational needs of the client populations.

**Project Activities/Methods**

Owen County falls into the category of smaller libraries (under 30,000 volumes) located in the less affluent area of the state. These libraries are making limited progress in automation, due largely to lack of monetary resources and lack of on-site technological expertise.

While KDLA employs a Technology Consultant who assists libraries in the automation process, the libraries are left largely on their own to finance these projects. With basic automation/retrospective collection conversion costing \$50,000 +, these costs can be prohibitive even to libraries which could greatly benefit from the technology, and which could pay on-going expenses.

KDLA provided a matching, competitive grant this library. Grant amount was 50% of the project cost. Money was used in a cooperative purchase situation for equipment, programs, retrospective conversion, and equipment installation. The system purchased and conversions performed met KDLA standards. The library has demonstrated an ability to match the grant amount and to maintain the system once installed. The library was able to have Retrospective Conversion performed on the entire collection, making it available to patrons in the library as well as on-line. Installation of the equipment was accomplished within the project frame. Software was purchased from TLC to provide integrated automation of all library aspects.

**Project Outputs**

The library was able to purchase a Data Server, Webserver, five technical workstations and one printer. Installation, including software install and data loads, has been completed. 100% of the collection is online. 100% of active patrons are in the database. Staff has received training in system operation.

**Project Outcomes (What were the results?)**

Clientele of the library has achieved greatly enhanced access to multiple information resources, enabling them to better participate in decision-making affecting their life quality. The library is better able to utilize its collections, as well as make their holdings available on a state, national and world level, through the automation of their collection holdings records. 24 hour access to the online catalog has been provided via on-line connectivity. They have improved collection development through analysis of circulation records. The end user has experienced greater collection access, ease of use, and reliable retrieval of information with the completion of an automation project.

**Additional Project Outcomes (What are the data sources?)**

While the library has not yet solicited written comments from the clientele after the conversion, comments about the system has been very positive. Staff report that they have much better control of their inventory. Timely overdue notices have resulted in a much improved return rate. Better statistics allow a better understanding of usage and therefore improved collection development. Library users are quite enthusiastic about the online catalog. Kids Catalog is proving to be very popular.

# **LSTA ANNUAL PROJECT REPORT KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**

**FY2003**

**Project # 1B3b**

**Funds Awarded: \$26,928**

**Project Title: Library Automation Subgrant-Gallatin County**

**KDLA Project Monitor: Terry L. Manuel**

**Number of Persons Served: 29,342**

**Congressional District Served: Fourth**

## **SUBGRANT INFORMATION (if applicable)**

**Library Name: Gallatin County Public Library**

**Project Director: Brenda Hawkins**

**Phone Number: 859-567-2786**

**Fax Number: 859-567-4750**

**Email: brendahawkins@gallatincountylibrary.org**

**Library URL: www.gallatincountylibrary.org**

**Library Address: 209 West Market St, P.O. Box 848, Warsaw KY 41095**

## **LSTA Purpose**

**Library Technology, Connectivity and Services**

### **State Goal**

☒ Strengthen management of systems/services needed to meet information needs

### **IMLS Primary Performance Category**

☒ Access

### **IMLS Secondary Performance Category**

☒ Tools for the future

### **Primary Users**

☒ Adults

☒ Children

☒ Young adults and teens

### **Primary Service**

☒ Information access and services

☒ Technology infrastructure

**Start Date 11-15-02**

**End Date 09-30-03**

**Project Purpose**

To provide enhanced electronic access to library materials and services in cooperation with the Carroll and Owen County Public Library systems so as to better serve the informational and recreational needs of the client populations.

**Project Activities/Methods**

KDLA provided a matching, competitive grant for the Gallatin County Public Library to be used in a cooperative purchase situation with two other libraries, for equipment, programs, retrospective conversion, and equipment installation. Grant amount was 50% of the project cost. The system purchased and conversions performed met KDLA standards. The library was able to have Retrospective Conversion performed on the entire collection, making it available to patrons in the library as well as on-line

**Project Outputs**

The library was able to purchase the following equipment due to the grant:

- 1 Dell Data Server
- 1 Dell Webserver
- 4 Technical Workstations
- 3 Printers
- 3 Scanners

Installation, including software install and data loads, has been completed. 100% of the collection is online. 100% of active patrons are in the database. Staff will have received training in system operation.

**Project Outcomes (What were the results?)**

Clientele of the Gallatin County Public Library has achieved greatly enhanced access to multiple information resources, enabling them to better participate in decision-making affecting their life quality. The library is better able to utilize its collections, as well as make their holdings available on a state, national and world level, through the automation of their collection holdings records. Patrons now have 24 hour access to online. Improved collection development has resulted through analysis of circulation records. The end user has experienced greater collection access, ease of use, and reliable retrieval of information with the completion of an automation project.

**Additional Project Outcomes (What are the data sources?)**

In their final report, the library indicated that they were able to cut back on staff time at the front desk which is very helpful for a small understaffed library. Collection development has improved and record keeping is much easier. They also stated that they have increased circulation with faster and easier checkout. They have increased usage by students who were using the automated systems in the schools.

**Anecdotal Info**

"Our schools have been automated for 10 years; students did not understand or want to use our old card catalog. When parents are sent to the library by the students to retrieve materials for school projects, the parents have a much easier time finding the subjects needed as records are more informative now."

"We were seen as outdated and quant, now we've moved into the 21<sup>st</sup> century."

# **LSTA ANNUAL PROJECT REPORT KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**

**FY2003**

**Project # 1B3c**

**Funds Awarded: \$29,251**

**Project Title: Library Automation Subgrant-Carroll County**

**KDLA Project Monitor: Terry L. Manuel**

**Number of Persons Served: 54,775**

**Congressional District Served: Fourth**

## **SUBGRANT INFORMATION (if applicable)**

**Library Name: Carroll County Public Library**

**Project Director: Jarrett Boyd**

**Phone Number: 502-732-7020**

**Fax Number: 502-732-7122**

**Email: Jarrett@carrollcountylibrary.org**

**Library URL: www.carrollcolibrary.org**

**Library Address: 136 Court Street, Carrollton KY 41008-1090**

## **LSTA Purpose**

**Library Technology, Connectivity and Services**

### **State Goal**

☒ Strengthen management of systems/services needed to meet information needs

### **IMLS Primary Performance Category**

☒ Access

### **IMLS Secondary Performance Category**

☒ Tools for the future

### **Primary Users**

☒ Adults

☒ Children

☒ Young adults and teens

### **Primary Service**

☒ Information access and services

☒ Technology infrastructure

**Start Date 11-15-02**

**End Date 09-30-03**

**Project Purpose**

To provide enhanced electronic access to library materials and services in cooperation with the Owen and Gallatin County Public Library systems so as to better serve the informational and recreational needs of the client populations.

**Project Activities/Methods**

KDLA provided a matching, competitive grant for the Carroll County Public Library to be used in a cooperative purchase situation with two other libraries for equipment, programs, retrospective conversion, and equipment installation. Grant amount was 50% of the project cost. The library was able to have Retrospective Conversion performed on the entire collection, making it available to patrons in the library as well as on-line. Extensive weeding was done with particular attention paid to timeliness of particular collections, duplications where unnecessary, condition of materials and local materials. A Kids Catalog was included which included suggested titles on the site, breaking news stories and links under the reference section.

**Project Outputs**

The library was able to purchase a Data Server, Webserver, 1 Circulation Terminal, 3 Access Terminals, 2 Scanners, 1 Printer and 1 UPS.

Installation, including software and data loads was completed. 100% of the collection is online. 100% of active patrons are in the database. Staff has been trained in system operation.

**Project Outcomes (What were the results?)**

The library now has a more organized collection that is current, orderly, attractive and appropriate to the community. The entire collection of books, video and audio tapes, cd's and genealogy materials is now on-line.

**Additional Project Outcomes (What are the data sources?)**

The library states in their final report they have not yet asked for written comments, however they have receive enthusiastic comments from users in the library. Evidence of the use and acceptance of the system is the large number of emails they received requesting renewals, interlibrary loans, hold, and reference information. People seem particularly impressed with the Kids Catalog.

**Anecdotal Info**

"A parent during last nights 'trick or treat' told me that the automation was the best thing we could have done as they could never get hold of the book they needed, and they had gone right to the Clinton's page, gotten the information they needed , and fixed their car!"

"So far, most all comments are positive!"

# **LSTA ANNUAL PROJECT REPORT KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**

**FY2003**

**Project # 1B3d**

**Funds Awarded: \$17,158**

**Project Title: Library Automation Subgrant-Northern KY University**

**KDLA Project Monitor: Terry L. Manuel**

**Number of Persons Served: 14,000**

**Congressional District Served: Fourth**

## **SUBGRANT INFORMATION (if applicable)**

**Library Name: Steely Library - Northern Kentucky University**

**Project Director: Laura Sullivan**

**Phone Number: 859-572-5724**

**Fax Number: 859-572-5390**

**Email: sullivanl@nku.edu**

**Library URL: www.nku.edu/~library**

**Library Address: Nunn Drive, Northern Kentucky University, Highland heights, KY 41099**

## **LSTA Purpose**

**Library Technology, Connectivity and Services**

### **State Goal**

☒ Strengthen management of systems/services needed to meet information needs

### **IMLS Primary Performance Category**

☒ Education

### **IMLS Secondary Performance Category**

☒ Access

### **Primary Users**

☒ Adults

☒ Library staff

### **Primary Service (choose at least one but not more than three)**

☒ Information access and services

☒ Technology infrastructure

**Start Date 10-1-02**

**End Date 9-30-03**

**Project Purpose**

To provide a 50% matching grant to the Steely Library so that their clientele could benefit from greater collection access promoted by an increase in the number of public terminals available.

The Steely Library has noted in several student surveys that the computer equipment in the library lobby was inadequate to meet user needs. The area housed only one computer, and is open for use between the hours of 8am to 12 pm, hours considerably longer than the main library.

User surveys indicate that additional computer equipment and appropriate computer furnishings would facilitate the learning environment for students, and would enhance collection availability for the entire academic community.

**Project Activities/Methods**

KDLA awarded a matching, competitive grant to the Steely Library to purchase computer equipment and furnishings for the lobby area. The Steely library has purchased and installed computers and related equipment, as well as computer furnishings, in their lobby area. This was a simple project but the benefits have been seen already in that the workstations are used regularly and the lobby has become even more popular and busy.

**Project Outputs**

Up to 37% of the students have experienced enhanced access to the computer equipment of the library. Statistics indicate that at least nine of the computers will be in use during peak hours. The library was wired for 19 additional computers, and 15 computer workstations were provided with access to the Internet, databases, online catalogues, and productivity software. The additional wiring is utilized for connectivity for laptops. Five additional workstations are budgeted for the future from local funds.

**Project Outcomes (What were the results?)**

The project achieved the goal of providing more computer stations with Internet, research database, and online catalog access and productivity software in the lobby. Student usage of the computer stations in the lobby has increased. The students are able to better utilize the Steely collections, as well as making the Internet and other on-line resources available in an extended and enhanced basis. All project goals were achieved.

**Additional Project Outcomes (What are the data sources?)**

Observation and log sheet examination indicates that computers are in use at least 90% of the lobby's available hours (not including breaks and holidays.) Lobby usage has increased, though exact figures on the increase are difficult to determine because the supervisor of the students recording statistics said that some days students forgot to record. She anticipates that statistic keeping will become more consistent.

**Anecdotal Info**

The librarian reports that, "When others and I have walked through the lobby all the computers have been in use. I anticipate them to be used as expected as the semester continues and more students know about them

# **LSTA ANNUAL PROJECT REPORT KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**

**FY2003**

**Project # 1B3e**

**Funds Awarded: \$30,000**

**Project Title: Library Automation Subgrant-George Coon Pub Lib**

**KDLA Project Monitor: Terry L. Manuel**

**Number of Persons Served: 13,060**

**Congressional District Served: First**

## **SUBGRANT INFORMATION (if applicable)**

**Library Name: George Coon Public Library**

**Project Director: Judy Boaz**

**Phone Number: 270-365-2884**

**Fax Number: 270-365-2892**

**Email: gcll@ziggycom.net**

**Library URL: \_\_\_\_\_**

**Library Address: P.O. Box 230, Princeton KY 42445**

## **LSTA Purpose**

**Library Technology, Connectivity and Services**

### **State Goal**

☒ Strengthen management of systems/services needed to meet information needs

### **IMLS Primary Performance Category**

☒ Access

### **IMLS Secondary Performance Category**

☒ Tools for the future

### **Primary Users**

☒ Adults

☒ Children

☒ Statewide public

### **Primary Service**

☒ Information access and services

☒ Technology infrastructure

**Start Date 11-15-02**

**End Date 9-30-03**

**Project Purpose**

To provide a subgrant to allow the public library to purchase and integrated library automation system, including hardware, software, and wiring/installation. Project also includes retrospective conversion of the library collection and other library functions.

**Project Activities/Methods**

KDLA provided a matching, competitive grant for the George Coon Public Library. Grant amount was \$30,000, or 50% of the project. Money was used for equipment, programs, retrospective conversion, system migration and other expense associated with automation (excluding salaries or fringe benefits). The system purchased and conversions performed met KDLA standards. The library issued an RFP and conducted bidding according to state regulations in order to acquire a nationally recognized automation system.

Equipment was purchased, though installation has yet to take place. This is due to installation being delayed until just before system implementation, so that proper training may occur before that date.

Retrospective conversion has taken place, though this has been the factor which has delayed the project. The conversion is now complete, and should present no further problems.

Profiling is finished, and project completion is anticipated for early December.

**Project Outputs**

The George Coon Public library was provided with funding for an automation project. A system was selected; equipment and software have been purchased.

**Project Outcomes (What were the results?)**

While the project is not complete, the following results are expected:

The end user will experience greater collection access, ease of use, and reliable retrieval of information with the completion of an automation project.

Clientele will have access to a modern, state-of-the-art system, which will improve information flow and enable the citizens of the affected area to better utilize the information resources available both at the library and in the world.

**Additional Project Outcomes (What are the data sources?)**

After the system is being utilized, it will be possible to gather information on usage through the extensive report functions of the system. However, as the system is still unavailable, this is not possible at this time.

# **LSTA ANNUAL PROJECT REPORT KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**

**FY2003**

**Project # 1B4**

**Funds Awarded: \$231,400**

**Project Title: Support for Library Consortia**

**KDLA Project Monitor: Charlene Davis**

**Number of Persons Served: 47,376**

**Congressional District Served: Statewide**

## **SUBGRANT INFORMATION (if applicable)**

**Library Name: \_\_\_\_\_**

**Project Director: \_\_\_\_\_**

**Phone Number: \_\_\_\_\_**

**Fax Number: \_\_\_\_\_**

**Email: \_\_\_\_\_**

**Library URL: \_\_\_\_\_**

**Library Address: \_\_\_\_\_**

## **LSTA Purpose**

**Services for Lifelong Learning**

### **State Goal**

☒ Strengthen libraries as resources in meeting economic, educational, cultural, and recreational needs

### **IMLS Primary Performance Category**

☒ Access

### **IMLS Secondary Performance Category**

☒ Access

### **Primary Users**

☒ Adults

☒ Institutionalized persons

☒ Library staff

### **Primary Service**

☒ Information access and services

☒ Interlibrary loan

☒ Technology Based Training for Library Staff

**Start Date 10-1-02**

**End Date 9-30-03**

**Project Purpose**

To provide support for collaborative efforts that serve the informational needs of both library staff and the citizens of the Commonwealth.

**Project Activities/Methods**

KDLA managed and funded the maintenance and expansion of the Kentucky Group Database on OCLC including the tapeloading of non-OCLC bibliographic records to the database and the review and disposition of records which did not initially load. Coordinated and managed the Kentucky OCLC Group Access Capability (GAC) Interlibrary Loan activities and funded said activities for libraries designated SOLINET Affiliates or OCLC Selective Users. Subsidized fiscally as necessary access to electronic information databases via KYVL for Kentucky's libraries and with staff support and expertise as appropriate. Participated in the development, implementation and/or expansion of collaborative activities benefiting libraries in the Commonwealth, i.e., the development of Government Information Locator System (GILS): Find It! Kentucky. Planned, coordinated, and funded library staff training based on their expressed needs. Participated in the Endeavor/Voyager Library Management System project as an individual institution.

**Project Outputs**

KDLA has continued to manage and fund the maintenance and expansion of the Kentucky Database. Non- OCLC records (285,129) were loaded to the Kentucky group database at OCLC via tapeload and ftp of individual institutions' bibliographic records. This is a 43% increase over the number expected and an 86% increase over last year. KDLA Technical Support staff acting as Kentucky Cataloguing Agent handled 636 records for the Kentucky database.

KDLA has continued to fund the interlibrary loan related activities including access/telecommunication costs of Kentucky OCLC selective users/SOLINET affiliate members of OCLC ILL. Despite the availability of more full text through the KYVL informational databases, Interlibrary Loan activities continue to increase. Overall ILL activity regardless of type of library and including both lending and borrowing was 3% higher than last year. Borrowing activity for the selective users was 6% higher than the previous year. We are making a concerted effort to maximize use of the system by providing training/support at the individual institution level, as well as, formal training, which will be described later in this report. KDLA continues to be the referral agent for the selective user libraries. If a selective user cannot locate materials for their customers in Kentucky or the Southeast, they "refer" that request to us. We locate potential lenders from members throughout the world and send the request to them for the selective user. This activity has increased dramatically—43% over last year.

The State Library continues to support and participate in the Kentucky Virtual Library program. Because of some enacted contract driven price increases, it was necessary for KDLA to provide additional financial support beyond the state funded grant using federal funds. The Division Director served as the chair of the KYVL Collections Work Group. October saw beginning of the second year of access to the current family of 43 databases which KYVL has contracted for their participants. These have proven to be extremely popular as is evidenced by the 27% increase in the number of searches over last year. During this reporting period, she participated in the formal Assessment of these databases, wrote the final report, presented it to VLAC, and facilitated the addition of three replacement databases which met the expressed needs of the participants. She was also charged by VLAC to chair a committee to make recommendations concerning reductions in the Courier Service. She led the group, wrote the report and presented it to VLAC. She is also serving on the KYVL Resource Sharing Work Group and as one of two staff members serving on the Endeavor Consortia Work Group.

## **Project 1B4**

Our financial and staff support of the Find It! Kentucky GILS project continued. Key KDLA project staff continued their discussions with GOT Web Standards Committee staff about using Find It! Kentucky as a potential search engine for the Commonwealth's website. In conjunction with that discussion, the standardized metadata generator that KDLA had adapted and adopted for the Find It! project was improved upon by GOT staff and became the standard for the state. Because Find It! is such a powerful tool in helping citizens find the state information that they need, KDLA expanded use of the Find It! search engine to most state agencies' primary webpages. As a result, we are receiving about 180,000 hits a month on our Find It! server. KDLA has also partnered with Natural Resources, Fish and Wildlife, KCTCS, Parks, Council on Postsecondary Education, Retirement and Personnel so that they could use the software to provide access to all of their webpages and not just the primary one. Staff also attended the annual GILS conference.

It was during this year that the State Library concluded expending the Gates Training Program Grant which was utilized for statewide technology based training. An additional 161 library staff members attended 13 one day classes taught across the state in MS Publisher, Excel, Access, Word, PowerPoint, along with Advanced HTML and three weeklong sessions of Network Administrator Boot Camp II. The last training needs assessment survey that had indicated the need for these classes which were taught through the generosity of the Gates Foundation also indicated a great need for Interlibrary Loan Training. This prior expressed need then coincided with the fact that OCLC is in the process of migrating ILL to a web version. This prompted the State Library to plan a set of four classes: Introduction to Resource Sharing, Successful Searching in the OCLC ILL Web, ILL: The Basics and ILL: Beyond the Basics. 20 sessions were scheduled across the state and 370 library staff members were trained in these sessions. The Director negotiated with KCTCS institutions for classrooms, lab space, and with SOLINET for trainers to teach these sessions. The extremely sophisticated Access database application that had been developed for the Gates training was enhanced even further. More aspects of the registration and confirmation systems were automated. KDLA staff acted as liaisons at each session to ensure a smooth day for trainers and participants.

We continued to grow our Endeavor/Voyager system and skills. Our partnership with PRD led to the total integration of the Archives Catalog into the Endeavor system. Work continues to redesign the OPAC to provide enhanced access to these resources. The number of visits to the OPAC increased by 140% over last year. The consortial system completed an upgrade to the latest software version in August. We completed the integration of the media booking system into Endeavor Voyager this year. Work included the purchase of that software along with an additional 10 client licenses and formal training of the staff in this system. At the end of the conversion process, all 9,827 multimedia items including videos, DVDs, Interactive CDs, and Kits were available in our OPAC.

### **Project Outcomes (What were the results?)**

Although interlibrary loan activity has continued to increase this year, the last six months have not followed the skyrocketing trend of the past several years. Upon close examination, a disturbing trend emerged--less in state and out of state lending by the selective users. These numbers are still higher than four years ago but are significantly less than just last year. However, another area of the service has indeed escalated. The number of referrals by our staff for selective users has risen by 43% over last year. It appears that a number of factors are coalescing that all come from the same source--extreme loss in funding. KDLA was forced to stop providing book grants to public libraries three years ago. Use of KYVL databases has accelerated over that period of time and the increasing amount of full text articles are not meeting the need. KDLA has been forced to cut other funding to public libraries and has been awarding state aid based on 1990 census figures. Many local libraries are feeling the economic downturn

## **Project 1B4**

in their local funding. They are not lending because they have nothing to lend. Although the number of records loaded to OCLC was significantly higher than last year, it was simply not enough. The lack of available materials is also seen in the Southeast hence the huge increase in the number of referrals. The KDLA staff member who works on the referrals has indicated that fewer and fewer libraries will lend free, that more libraries are not lending at all and that it is generally becoming more and more difficult to fill the needs of our customers. This is not just a problem in Kentucky.

The KYVL Collections Work Group Assessment revealed through both quantitative and qualitative data that the 43 databases offered on a statewide basis to all types of libraries are not only heavily used but are also described in overwhelmingly positive terms. Of course, there is always room for improvement. The Report from the assessment project made several recommendations. The encyclopedia provider graciously made the switch of products that was requested at no additional fee. Although no additional funds were available, through the withdrawal of one database by the producer and a subsequent reduction in fee, two small but very significant databases were added that directly met the expressed needs of our participants. The reduction in the number of stops of the courier service has been much less positive. Because of budget reductions, KYVU was forced to reduce this service. The subsequent 29% reduction in stops has been difficult. This reduction took place starting July 1, 2003 and it still remains to be seen what the impact on the entire system will be.

The Find It! project has been a successful one particularly in the area of the seven state agencies' use of the software as the search engine for their entire websites. Our work with GOT particularly in the area of metadata assignment and standardization has been beneficial to all concerned. In the midst of this work, GOT was successful in bidding out the state portal. The awarded contractor is also providing Google as the search engine. At this point, they have listed Find It! as another search option on the state portal. The portal developers have met with KDLA staff and seem to be interested in the controlled vocabulary part of the Find It! project. It is difficult to predict where this project will go but we are committed to supporting it as long as it is needed.

As with every technology based training event that KDLA has ever sponsored, classes fill almost as soon as the registration is announced and waiting lists are continual companions. During the Gates Foundation training, KDLA scheduled and paid for an additional 8 classes to meet the need. The demand was so great for the OCLC ILL training, that an additional 12 classes had to be scheduled for FFY04. All of this training was developed to meet expressed needs and it apparently has successfully done so. With each additional training event, library staff are more knowledgeable and feel more comfortable in the technological world. Evaluations from these classes consistently indicate that the participants are more confident after the training in providing technology based services to customers. As ILL use has escalated over the past several years, it was determined that use of the system needed to be more efficient and effective in order to keep the bills that we pay as low as possible. Training has helped library staff members, many of whom are new to ILL, understand the process better and will help them to operate the system more efficiently. The end result is that their customers' informational needs are met in a more timely manner.

The dramatic increase in visits to the KDLA OPAC is a clear indication of how important this tool is in providing access to our collections for our customers. The EV Team which meets on a monthly basis continues to work at making this access as user friendly as possible. Beyond the natural complexity of access bred from an extremely sophisticated system, the fact that we are integrating access to multiple collections can be a bit confusing to some customers. The cost benefits in the realm of IT resources and staff resources savings along with providing accurate, complete and standardized access to all of our

collections in one place is still a winning combination. In our pioneering spirit, we are the first institution in our Consortia to fully implement the Media Scheduling system under EV. The Consortia has named us the point library on this system.

**Additional Project Outcomes (What are the data sources?)**

KDLA is in frequent contact with ILL users and receive feedback concerning the assistance available to users from KDLA. Additional information is listed under the anecdotal information below.

**Anecdotal Info**

Particularly now that OCLC is transitioning to ILL Web, KDLA is having much more frequent contact with the OCLC Selective Users/SOLINET Affiliate members. In conjunction with assisting a new ILL librarian, we received the following comment: "...your staff have been a great help no matter what the problem, and I feel even more now that I can call upon you when I have questions I'm not even sure I should have... all your staff are incredibly patient and resourceful... You and your staff keep hope alive for many of us." From another fledgling ILL librarian came this comment: "Great assistance from KDLA."

One of the IT coordinators at a major KCTCS institution took the time to tell the Division Director how effective he had found the Find It! search engine and that he was going to make certain that his corporate contacts knew how to access it.

The assessment process in conjunction with the KYVL databases brought to light many responses that were overwhelmingly positive in terms of the database usefulness and value. For example, this comment was made by a user: "I just want to say that for me, KYVL is a tremendous resource and helps me be so much more productive in my work, because I can access all this information from my home office. The range of information available is incredible, and I think Kentuckians are so fortunate in having this available to them." No responders to the assessment instruments recommended major changes or cited impossible problems with the databases.

Evaluations from these technology based training classes consistently indicate that the participants are more confident after the training in providing technology based services to customers. A comment from the formal evaluation captures what is seen over and over again on the forms: "Wonderful job! I learned so much and feel more confident offering ILL to my patrons."

# **LSTA ANNUAL PROJECT REPORT KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**

**FY2003**

**Project # 1C1**

**Funds Awarded: \$69,500**

**Project Title: Centralized Technical Support**

**KDLA Project Monitor: Sharon Breeding**

**Number of Persons Served: 43,465**

**Congressional District Served: Statewide**

## **SUBGRANT INFORMATION (if applicable)**

**Library Name: \_\_\_\_\_**

**Project Director: \_\_\_\_\_**

**Phone Number: \_\_\_\_\_**

**Fax Number: \_\_\_\_\_**

**Email: \_\_\_\_\_**

**Library URL: \_\_\_\_\_**

**Library Address: \_\_\_\_\_**

## **LSTA Purpose**

**Services for Lifelong Learning**

### **State Goal**

☒ Strengthen libraries as resources in meeting economic, educational, cultural, and recreational needs

### **IMLS Primary Performance Category**

☒ Access

### **IMLS Secondary Performance Category**

☒ Tools for the future

### **Primary Users**

☒ Statewide public

### **Primary Service**

☒ Continuing education for public

☒ Information access and services

☒ Interlibrary loan

**Start Date 10-01-02**

**End Date 9-30-03**

**Project Purpose**

To increase the variety and number of materials available for resource-sharing purposes through the operation of a centralized technical support unit at the State Library and its contribution of Kentucky holdings information to the database at OCLC. To provide direct and consultative support to Kentucky libraries to aid them in better serving the informational needs of their clients.

**Project Activities/Methods**

The centralized technical support unit continued to operate this year providing a variety of services directed to library staffs in-house and in Kentucky libraries to enable them to better serve their clientele's information needs. There has been some shift in services due to ongoing staff shortages, a long-term librarian vacancy and a 9-month support staff vacancy, some new responsibilities undertaken, and to the operations of a special project. The selection and ordering of media materials has been integrated into the acquisitions process used for other formats of material. This means that the person who creates brief bibliographic records for the online public access catalog for all new items and who receives and checks all shipments of new items now has additional responsibilities. As a result the remaining staff have then shared in that person's other duties. The Technical Services Branch directed much of its time and resources to a major cataloging and conversion project, whose purpose was to add bibliographic records for the 6000+ uncataloged titles in the AV collection to the KDLA online catalog. This was done in preparation for the Media Scheduling component of the Endeavor Voyager system which was then implemented in the summer of 2003. More importantly, the intent was to eventually have all formats of material in KDLA represented in the KDLA catalog, as well as add holdings to OCLC, and make it easier for users to find all varieties of resources with one-stop searching. The Branch contracted with OCLC (Online Computing Library Center) in August of 2002 to provide the records, which staff imported and customized with local information. At the end of the project, the Branch entered into an ongoing cataloging relationship to have OCLC catalog new media titles as they are purchased for the collection.

Other efforts to expand the types of material reflected in the State Library database and available for resource sharing have also been successful. The problematic bulk loading process, which in other years had prevented the addition of MARCIVE records for federal documents to the online public catalog, was corrected in a recent system upgrade. This has now allowed the integration of those records into the agency database. Records for historical state documents from 1833 have been created and added to the agency online catalog, and work has begun on records from 1834. A committee has also been formed to begin plans for the cataloging and addition to the catalog of more current state documents.

Two activities have been directed at streamlining and focusing the State Library's collection on current needs and objectives. The State Library Services Division has continued to expand its services to state government and to enter into partnerships with other agencies to better serve their needs. In addition to partnerships formed in other years, new partnerships have been created with the Transportation's Division of Employee Recruitment and Development, the Division of Information Technology Training in the Governor's Office of Technology, and within the Personnel Cabinet, the Office of Performance Management and the Kentucky Employee Mediation Program. This had meant the activities of the Technical Services Branch have increased as many new materials have been received and cataloged to support the programs of the new partners, as well as ongoing partners from prior years. The other activity relates to the efforts of Public Services staff to identify materials that no longer support Division objectives. This requires that Technical Services staff delete bibliographic, holdings, and item records from the agency's Voyager database, and prepare the materials for transfer to the University of Louisville library.

OCLC, the resource used by the Branch for cataloging materials, has implemented a new, web-based version of their system called Connexion. The old system, Passport, is no longer supported and will

likely be gone by the end of calendar 2003. In order to learn the new system and be able to use it effectively, all staff in the Branch attended Connexion training in December 2002. Staff have also taken advantage of many other educational and training opportunities as they have become available.

Librarians, on an individual basis, throughout the state have continued to ask Branch catalogers for assistance in creating and maintaining access to information. Catalogers in the Branch have responded to an increasing number of specific requests, usually from public librarians, received by phone and email. A staff member who contributes a column of cataloging tips to each issue of the Public Library Newsletter, has often used these requests as a basis for relevant columns in the Newsletter.

### **Project Outputs**

During the year, as staff worked on the project to have the AV collection cataloged, 7 shipments of material, comprised of 4802 videos, DVDs, and CD-ROMs representing 4129 titles, were sent out. By year's end the total items from the project and the ongoing cataloging arrangement for new media materials which followed allowed the Branch to add records to the agency database for 6598 titles representing an actual 8532 AV items and their accompanying manuals, user guides, etc.

The following statistics reflect other work performed in the KDLA database: 853 bibliographic records were edited and added, 1174 item records were created. From the OCLC database, 1356 holdings were deleted. Authority work continued in the KDLA catalog: 251 subject authorities were imported from OCLC into the Voyager system, 837 were added, and 76 were original creations. In terms of name authority records, 419 were exported from OCLC, while 6 were added, and 97 were created. Records needed for new items acquired for the State Library collections were exported from OCLC to the KDLA database. Existing records were updated as necessary to reflect accurate and complete information about the materials. Clean-up continued with the identification and deletion of 281 old acquisitions records that had been inadvertently retained from the previous online system, Gaylord's Galaxy. As a result of the resolution of the bulk loading problem, 21,488 MARCIVE records representing federal publications were added to the agency online catalog.

Other efforts for this year included the processing of 2382 volumes of large print material for circulation to Kentucky public libraries. The CLARC program, in its final days, completed cataloging records for microfilm titles for Fulton County. Final shipments for multiple formats of material were also sent to Letcher, Washington, Grayson, and Morgan Counties. As KLN Cataloging Agent, the Branch reviewed 686 records from Logan County which OCLC had attempted to load into their system, but were unable to match to existing records. This resulted in setting holdings for 88 of the records. Those not converted were primarily sound recordings or videocassettes for which there was insufficient information or which were part of regionally-based rotating collections.

### **Project Outcomes (What were the results?)**

The staff members of this Branch have proven time and again that they can readily adapt to the needs of their community and its constituents. The nature of our business has continued to shift toward being even more professionally intensive. The need to create standardized, accurate, and complete access to the information housed in multiple formats of materials demand much higher levels of knowledge, skills and abilities in cataloging professionals than ever before. This type of a centralized unit is the most effective and efficient because the level of knowledgeable professional and paraprofessional staff necessary in this type of operation cannot be maintained at many local levels in this state. Their work has enabled international access to materials whose existence has not been previously known. The Branch's work as KLN Cataloging Agent and in giving support and consultation to Kentucky libraries in local cataloging efforts brings many other materials to light that are not only of research value but which also allow for

load leveling in resource-sharing. As a result of the audiovisual cataloging project, the loading of MARCIVE records, and creation of records for 19th century state documents, information is available on yet other formats included in the KDLA collections. Due to all of these projects many additional titles have been added to the OCLC database to increase resource-sharing opportunities. Users can, in one source, have access to holdings information on material in a wider range of formats. Putting such information in machine-readable form increases ease of access to users. With the increase in ease of access and the wide variety of materials and formats available for use, the Centralized Technical Support project promotes the concept of lifelong learning for the citizens of Kentucky. Individuals, state agencies, and institutions can find materials to enrich both personal and professional lives, materials that support educational, informational, economic, and recreational needs.

Direct measurement of the outcomes of this type project are often problematic because the services provided are at least one level removed from the end-users, and are often for remote entities. The direct recipients of our cataloging activities are the public service staff within our own agency and library staffs throughout the state. We support them in providing the best service possible to their own clients, but they do not report to us the specific impacts of our efforts. Therefore, effects are measured by changes in activity of the end-user, the idea being that activity will increase if end-users are finding beneficial materials. In the last year interlibrary requests for material from the State Library collection increased by 38% over the previous year. In addition, the number of times users accessed the KDLA online catalog to search for needed materials increased by 140%. Although the primary focus of the project for the last year has been on expanding the number and kinds of materials reflected in the agency catalog for resource-sharing, 100% of materials remaining from the CLARC program were returned to their public library homes with complete and accurate bibliographic records. The fact that many public libraries continue to contact the Branch for direct consultation on specific local cataloging problems confirms that such a service has value to them.

**Additional Project Outcomes (What are the data sources?)**

The data for this project is based on several statistical reports rather than direct observation. The number of interlibrary loan requests was taken from internal statistics kept by the Public Services staff member responsible for receiving and filling those requests. To calculate use of the OPAC, access data was pulled from the EastLib server farm at the University of Kentucky and Surf Stats log analyzer was utilized to generate the reports of activity. CLARC figures were taken from statistics kept within the Technical Services Branch, as was information on requests by public libraries for direct consultation or assistance.

**Anecdotal Info**

It is difficult to provide anecdotal material for this project since the Technical Services unit is always several steps away from the patrons who ultimately benefit from its efforts.

**Exemplary Reason**

None

# **LSTA ANNUAL PROJECT REPORT KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**

**FY2003**

**Project # 1C2**

**Funds Awarded: \$50,800**

**Project Title: Multimedia Program**

**KDLA Project Monitor: Brenda Fuller**

**Number of Persons Served: 1,873,130**

**Congressional District Served: Statewide**

## **SUBGRANT INFORMATION (if applicable)**

**Library Name: \_\_\_\_\_**

**Project Director: \_\_\_\_\_**

**Phone Number: \_\_\_\_\_**

**Fax Number: \_\_\_\_\_**

**Email: \_\_\_\_\_**

**Library URL: \_\_\_\_\_**

**Library Address: \_\_\_\_\_**

## **LSTA Purpose**

**Library Technology, Connectivity and Services**

### **State Goal**

☒ Strengthen libraries as resources in meeting economic, educational, cultural, and recreational needs

### **IMLS Primary Performance Category**

☒ Access

### **IMLS Secondary Performance Category**

☒ Education

☒ Families and Children

### **Primary Users**

☒ Adults

☒ Children

☒ Young adults and teens

### **Primary Service**

☒ Continuing education for public

☒ Outreach services

☒ Staff development, education and training

**Start Date 10-01-02**

**End Date 9-30-03**

**Project Purpose**

To improve the opportunities for life-long learning and training for the citizens of Kentucky by acquiring and lending a centralized collection of multimedia materials in all formats. Public libraries will use the materials from the collection in library programming for both children and adults and to meet user needs, and state agency employees will use the materials for their training and continuing education needs.

**Project Activities/Methods**

The AV Migration Project substantially impacted this collection this fiscal year. The State Library's Technical Services Branch managed the process of integrating these materials into the online catalog, and the Multimedia staff implemented the Media Scheduling component of the Endeavor/Voyager system.

Videos were selected, booked and counted by the Multimedia staff and sent off-site by the Technical Services staff to OCLC for initial bibliographic record conversion to make these records usable in the library's system. Return shipments were received from OCLC from October through June of this fiscal year, and Technical Services staff completed the steps necessary to incorporate the records into the library's Endeavor/Voyager system.

The second major part of the migration project concerned the reshelving of the collection from the legacy accession number system to the library standard Dewey Decimal Classification System. There were many steps in the process, however, multimedia and technical services staff persevered, and this step of the process was completed in late June of this reporting year.

Endeavor/Voyager Media Scheduling training was held for a day and a half the last week of June for the multimedia staff as well as other public services staff. Technical services staff covered public service points so that public services staff could attend the training. The old Tek Data system was run dually with the new Media Scheduling system until September when the new system was begun to be utilized exclusively for the circulation of multimedia materials.

Steps have been taken to integrate multimedia materials acquisition into the same acquisition procedures used for print and audio materials. With the retirement of the Audiovisual librarian on December 1, the selection of multimedia materials was shifted to the State Library's Materials Selection Committee which meets monthly to select materials for the library's various collections. A staff member already familiar with the acquisition of multimedia materials was asked to join the committee. The chair of the committee attended the National Media Market in September to gain first hand knowledge in the field of media acquisitions and to purchase materials at significant discount from vendors attending the market.

A variety of publications was used to publicize this collection this year and to keep users updated on the changes occurring. The "Public Library Newsletter" was used to highlight library science training resources in video early in the year. Kentucky public libraries used a variation of the statewide theme, Reading Expedition, for their summer reading program. The theme was directly related to the bicentennial celebration of Lewis and Clark, and library events were planned that were focused on adventure, Native Americans, camping, and plants and animals of the American West. The May/June newsletter was used to publicize summer reading multimedia materials with a list of 19 videos and annotations. Librarians were also encouraged to make summer reading a family affair with a listing that included audiobooks and videos. The August newsletter included an article about the State Library's multimedia materials being available online. Multimedia materials were included in all six bi-monthly issues of the department's publication, "SelectioNotes", which is designed to assist small and medium-sized Kentucky public libraries in their materials selection process. In order to help public libraries learn to search the online

catalog for multimedia materials, an OPAC searching reference card was designed and sent to all public libraries and were included in all shipments of material to them for a while.

Special efforts were made by marketing and reference staff to explain the changes occurring in this program in presentations made where public library staff would be present. There were presentations to public library staff at Interlibrary Loan Training workshops in March, April, May, and September where an estimated attendance was 100 at each event. A presentation at Public Library Section of the Kentucky Library Association Conference focused on the fact that multimedia material would be available in the State Library's catalog when the migration project was finished. On-site presentations in Owingsville in June and in Martin County in July to public librarians by marketing and reference staff reinforced the idea of the changes in the program. A presentation and exhibit display at the August Bookmobile Conference in Frankfort gave the marketing staff and reference staff the chance to explain to 40 public library staff the AV migration project. 50 attendees at the Public Library Institute in September were given a presentation which included information on the Multimedia program, and the attendees were given a tour of the KDLA facility and given the chance to interact with staff and ask questions.

The state agency newsletter, "Communique", was used to publicize multimedia training materials in one issue with an article suggesting training alternatives to classroom instruction. Interactive CD-ROMs on computer technology, and audiobooks and videos on personal development were featured in the article.

Special shelving was purchased which was installed in existing counter-height shelving so that the DVDs and CD-ROMs in the collection would be visible and accessible to users and staff alike.

### **Project Outputs**

473 sound recordings were added to the collection, and these videos which were added circulated 1222 times this fiscal year. A total of 3553 sound recordings circulated from the collection as a whole this year. A key output target identified was that by the end of the fiscal year 400 audiobooks would be added to the collection, and this target was not realized.

At the end of the reporting period, the library catalog contained 199 DVDs, 78 interactive CD-ROMs, 38 Bi-Folkal kits, and 9512 videos. 1753 of this total number of videos were added this fiscal year. A key output target identified for this project was that 450 new videos would be added to the collection, and this target was more than surpassed this year.

9955 videos, CD-ROMs, and DVDs were circulated surpassing by 3255 the key output target that by the end of September a total of 6700 materials in these formats would circulate.

A mediaography to support the 2003 Summer Reading Program included 19 videos.

4802 videos were selected, booked, and counted by the multimedia staff and sent by Technical Services staff to OCLC.

### **Project Outcomes (What were the results?)**

The results of the AV migration project this reporting period are that all of the multimedia materials in the collection have been integrated into the library's Endeavor/Voyager public access catalog and circulation/booking system. Consolidating these functions enable the staff to make the operation more effective, efficient, and the problem of providing frequent updates to the collection is solved. Training in the system has enabled more of the public services staff to be able to serve customers regardless of the

type of material or collection involved. Customers have one place to look for access to all the materials in the library's collections, and they can consult the online catalog anywhere at any time.

Another key result of the project is that reshelving the materials in Dewey Decimal Classification order ensures that materials about the same topics are shelved together which helps all customers and staff members to be able to see what else is available on a subject at a glance at the shelf. Only 16 percent of the collection is fiction so it is very helpful to have the bulk of the collection, nonfiction, available in a standardized arrangement.

During the project some materials were not available to state employees for training purposes and to public libraries for their programming needs for a significant period of time which affected service the staff could give these two primary service groups. However every effort was made to substitute materials and inform customers why there were more turndowns of requests than usual. An increase of five percent in state government circulation as well as public library circulation were key output targets for this reporting year. This goal was not met because materials were not available since they were at OCLC. Because the materials are now available it is expected that circulation will increase to previous levels and surpass those levels. Overall 15 percent fewer materials circulated this year than last, so an increase of 5 percent in all audiovisual materials circulation was not met. The AV Migration project substantially affected this output target.

16 percent fewer sound recordings were added to the collection this fiscal year as compared to the previous fiscal year; however, the sound recordings which were added circulated three percent more than the sound recordings added in the same period last year.

**Additional Project Outcomes (What are the data sources?)**

Computer generated statistics from the previous Tek Data system and the new Media Scheduling system were used to determine the success of the program. Circulation figures were analyzed to ascertain that the unabridged audiobooks are circulating. Input made to multimedia staff from public libraries and state agency employees helped determine if materials added to the program are on target for their needs.

**Anecdotal Info**

Public libraries have told the staff that the services provided to them are invaluable because they do not have the money to buy public performance materials that they use weekly in their children's programming as well as meeting the user's needs through interlibrary loan.

Several state government employees have commented to the staff how great the services are to them and their agencies. Trainers in the departments of Tourism, Transportation and Corrections use materials to train employees in their agencies in Frankfort and across the state. Materials used are on the subjects of sexual harassment, diversity, conflict resolution, supervisor training, equal employment opportunity, stress management and character development. Many have commented that the services help them do their jobs better and more efficiently.

# **LSTA ANNUAL PROJECT REPORT KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**

**FY2003**

**Project # 1C3**

**Funds Awarded: \$113,000**

**Project Title: Tech Support – Field Services**

**KDLA Project Monitor: Terry L. Manuel**

**Number of Persons Served: 2,082**

**Congressional District Served: Statewide**

**SUBGRANT INFORMATION (if applicable)**

**Library Name: \_\_\_\_\_**

**Project Director: \_\_\_\_\_**

**Phone Number: \_\_\_\_\_**

**Fax Number: \_\_\_\_\_**

**Email: \_\_\_\_\_**

**Library URL: \_\_\_\_\_**

**Library Address: \_\_\_\_\_**

**LSTA Purpose**

**Library Technology, Connectivity and Services**

**State Goal**

☒ Strengthen management of systems/services needed to meet information needs

**IMLS Primary Performance Category**

☒ Tools for the future

**IMLS Secondary Performance Category**

☒ Access

**Primary Users**

☒ Library staff

☒ Statewide public

**Primary Service**

☒ Information access and services

☒ Technology infrastructure

**Start Date 10-1-02**

**End Date 9-30-03**

**Project Purpose**

To enhance the ability of library personnel to acquire appropriate new technologies and to adequately meet the challenges presented by these new technologies, to make library staff better able to utilize existing technologies, and to prepare library staff to assist patrons with the technologies presented.

**Project Activities/Methods**

KDLA employed a staff Technology Consultant to provide professional technology support to Kentucky's libraries in areas of the state where technological implementation and support are inadequate.

The Consultant established and maintained a knowledge base to enable him to adequately advise the clients on the issues presented: established and emerging technologies, technological purchases, technology utilization, appropriate technologies, and marketing technologies to the public. The Consultant traveled widely over the state, providing on-site assistance as well as telephone and email support from the central office. Assistance was given in all phases of technological development, including initial consideration of technologies, determining appropriate technologies, selection and purchasing of technologies, and implementation of technologies.

A library of consultant created forms and documentation, ranging from RFP's to timeline documents to advertisements for bid, were created and made available as part of the consultation process. Some of this material was made available on-line, while other documents were provided as needed, many times after extensive customization by the consultant.

In order to provide on-site assistance, telephone support, and technological training, an adequate travel allotment was established and sufficient computer equipment being provided for the fulfillment of these duties. Duties of the staff Resource Analyst are also supported in this program. Statewide E-rate support was provided to all requesting libraries, with training provided as needed.

The Bibliostat Connect & Bibliostat Collect services were acquired to greatly simplify data collection from public libraries. This improved data submission from these libraries. Data will also be better utilized, resulting in a more responsive administration and targeting of services.

Consultations were provided in both group and one-on-one settings.

**Project Outputs**

As part of this year's project: visits were made to over 35 public libraries for individual consultations and seven libraries were assisted in the automation process (including system evaluation, RFP's, advertising for bid, equipment selection, and installation assistance). Informational publications (either electronic or physical) were issued 17 times during the year.

Also, workshops were presented in over 12 locations, reaching all the public libraries Kentucky. Centralized workshops were presented in Frankfort on utilization of the Informata systems (Collect and Connect) which has been purchased for use by the county library systems. These workshops addressed representatives of over 100 library systems. Over 200 telephone inquiries were answered.

Further, grants were awarded totaling almost \$130,000 dollars. These grant awards were for library automation, library innovation, and for the hiring of a local regional Automation Consultant to provide hands-on assistance in a multi-county automation project. All grant recipients successfully completed their proposed project, with several interesting outcomes (these are outlined in the subgrant reports).

Efforts to encourage participation in the E-rate program proved to be somewhat futile this year, as many libraries decided to decline E-rate funds in order to avoid the overbroad filtering requirements of the CIPA / NCIPA decision. It is expected that participation among Kentucky libraries will drop by between 30% and 50% due to their resistance (based on both fiscal and philosophical grounds) to the filtering requirement.

Implementation and utilization of the Informata programs went well, with eventually 100% compliance.

### **Project Outcomes (What were the results?)**

Because of this project's success, libraries which participated in the training/consultation provided are better positioned to serve the technological needs of their client population. During the project term, at least nine libraries began or carried through automation assisted by project staff -- many commented that the project would not have been possible had it not been for the assistance they received from this project.

Further, several libraries were assisted with difficulties they had encountered with the SLD as part of the E-rate program. After being guided through the appeal process, these libraries are better able to navigate these difficult issues themselves in future years.

The increase in technology knowledge experienced in the libraries assisted by this project will enable these libraries to better serve all facets of their clientele informational needs, as an increasing amount of information is electronically assessable. Further, these libraries will be equipped to anticipate future technology change, make informed technology purchasing decisions, and provide basic technology assistance to their patrons.

Due to the heavy emphasis placed on outreach by this project, virtually all libraries within the state were affected by this project during this fiscal year.

### **Additional Project Outcomes (What are the data sources?)**

Spastics were kept on the number of libraries visited by the consultant, number of assisted automation projects, telephone questions received (and answered) workshops produced, and publications issued. Further, feedback was solicited from the audiences of the workshops, and from participants in the one-on-one services offered.

It is enlightening that absolutely no automation project undertaken with the guidance of the consultant had ended unsuccessfully or significantly over budget.

### **Anecdotal Info**

Several libraries expressed their deep appreciation at the assistance they received, stating that not only did the Consultant make their automation process easier but actually resulted in a fairly substantial fiscal savings. Library personnel also expressed that money and time were saved through the efforts of the consultant toward product selection and acquisition -- the library does not purchase technological items frequently enough to be expert on these items, and the expertise of the Consultant resulted in excellent purchasing decisions being made. Materials produced by this program resulted in significant savings under the E-rate program, which would have potentially been lost except for the timely dissemination of this information.

# **LSTA ANNUAL PROJECT REPORT KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**

**FY2003**

**Project # 1C3-A**

**Funds Awarded: \$40,000**

**Project Title: Tech Support - Regional Consultant Subgrant**

**KDLA Project Monitor: Terry L. Manuel**

**Number of Persons Served: 61379**

**Congressional District Served: Fourth, Fifth & Sixth**

## **SUBGRANT INFORMATION (if applicable)**

**Library Name: John F. Kennedy Memorial Library**

**Project Director: Michael Griffiths**

**Phone Number: 606-743-4151**

**Fax Number: 606-743-2170**

**Email: mgriffitts@mail.state.ky.us**

**Library URL: members.tripod.com/morgan\_library/index.htm**

**Library Address: 408 Prestonsburg St, West Liberty KY 41472**

## **LSTA Purpose**

**Library Technology, Connectivity and Services**

## **State Goal**

☒ Strengthen management of systems/services needed to meet information needs

## **IMLS Primary Performance Category**

☒ Tools for the future

## **IMLS Secondary Performance Category**

☒ Access

## **Primary Users**

☒ Library staff

☒ Statewide public

## **Primary Service**

☒ Information access and services

☒ Software and equipment

☒ Technology infrastructure

**Start Date 11-15-02**

**End Date 09-30-03**

**Project Purpose**

To allow a consortium of four local libraries to hire an on-site automation consultant to provide network design and administration for the subgrant recipient during the term of the project. This person worked closely with the Technology Consultant to provide guidance during the automation process, and to provide administration of the system after the automation is complete.

**Project Activities/Methods**

Currently over 40% of the public libraries in Kentucky are not automated. These tend to be the smaller libraries located in the less affluent areas of the state. These libraries are making limited progress in automation, due largely to lack of monetary resources and lack of on-site technological expertise

While KDLA employs a Technology Consultant who assists libraries in the automation process, the libraries are left largely on their own after the project is complete; except for the limited telephone support from the automation vendor and the KDLA consultant. Due to the great travel distances involved, and the large number of different automation systems purchased by libraries, continual on-site assistance from the KDLA Consultant is impractical. Therefore, these libraries are reluctant to begin the automation process, thereby inadvertently denying their clientele a valuable source of enhanced information resources.

This competitive grant provided funding and technical assistance to plan and initiate a project developing a library automation system for the John F. Kennedy Memorial Library (and a consortium of three other local libraries) by funding a local automation consultant position. It provided for continuing technical support for the developed system in the form of an on-site library cooperative staff technology consultant. This is a matching grant, with the consultant employed for a two-year period. Participating libraries have the option of continuing the employment of the consultant at the project conclusion. The consultant assisted with the initial evaluation of automation systems and prepared bid documents and placed advertisements according to state and local guidelines. The consultant is acting as system administrator, providing training system management.

**Project Outputs**

A consultant was hired and will be on staff for two years per the agreement. Federal funding provided salary support for the first year. The second year salary will be paid by local funds. Also, a laptop was purchased for the use of the consultant (as they did not have an office). Cost for the laptop was \$2,330.00.

**Project Outcomes (What were the results?)**

The consultant has worked closely with the Field Services Technology Consultant during the project term. Additional outcomes indicating successful completion:

- Three vendors were evaluated for selection (Phase 1).
- A final automation product was chosen (Phase 2).
- Installation has taken place (Phase 3).
- System operation commenced before the project termination (Phase 4).

**Additional Project Outcomes (What are the data sources?)**

Regular meetings and telephone contact took place between the KDLA Technology Consultant and the Field based consultant during each project phase. Written reports from the consultant will be required. Full documentation was provided as to expenses and time allotments.

**Anecdotal Info**

Library staff - "The good thing about having a technology consultant in-house is problems can be addressed immediately without going for outside assistance."

# **LSTA ANNUAL PROJECT REPORT KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**

**FY2003**

**Project # 1C3-B**

**Funds Awarded: \$1,502**

**Project Title: Tech Support – Library Innovation Subgrant-Paul Sawyer**

**KDLA Project Monitor: Terry L. Manuel**

**Number of Persons Served: 150**

**Congressional District Served: Sixth**

## **SUBGRANT INFORMATION (if applicable)**

**Library Name: Paul Sawyer Public Library**

**Project Director: Rob McCoy**

**Phone Number: 502-223-1658**

**Fax Number: 502-696-1949**

**Email: rob@pspl.org**

**Library URL: http://www.pspl.org**

**Library Address: 305 wapping Street, Frankfort KY 40601**

## **LSTA Purpose**

**Library Technology, Connectivity and Services**

## **State Goal**

☒ Strengthen libraries as resources in meeting economic, educational, cultural, and recreational needs

## **IMLS Primary Performance Category**

☒ Education

## **IMLS Secondary Performance Category**

☒ Tools for the future

## **Primary Users**

☒ Adults

☒ Children

☒ Young adults and teens

## **Primary Service**

☒ Information access and services

☒ Technology infrastructure

**Start Date 11-15-02**

**End Date 9-30-03**

**Project Purpose**

To provide funding for innovative, creative, solutions to patron service problems encountered in the libraries of the Commonwealth. This specific grant allowed the Paul Sawyer Public Library to install a wireless access point for in-library training.

**Project Activities/Methods**

The Paul Sawyer Public Library is housed in a building about 110 years old and space is at a premium. This grant allowed for the creation of a portable computer lab, enabling the library to move the lab to available locations for training purposes. This freed the library from restrictions imposed by wiring and access drops. In training sessions held in the library in recent years it has been noted that the enormous runs of network cables to portable hubs are restrictive by their very nature, and could pose a hazard to patrons in the training area.

The wireless access point, capable of being plugged into the network and providing connectivity within 500 feet of that connection point. This will allow training sessions to become more mobile and less cluttered, and therefore less hazardous, allowing the library to better serve trainees.

**Project Outputs**

Key staff have been trained to utilize this technology. Classes have begun to utilize this resource.

Specific equipment purchased was:

1 Netgear wireless access point

4 Netgear wireless PCI NIC cards

14 Netgear PCM CIA wireless cards

Thus far, the project has provided direct service to 50 adult patrons, with service to an additional 100 expected in the near future.

**Project Outcomes (What were the results?)**

Because of the nature of the grants being issued, and the emphasis on technology transfer potential, all libraries and all citizens of Kentucky now have the benefit of learning from this grant experience. Classes have become more mobile, and operate in a more efficient manner. Patrons better enjoy the free computer training provided by the library. Classes are being offered in more strategic locations throughout the library. Because of the flexible nature of the lab, conflicts are less likely to occur, allowing for more workshops to be scheduled and a greater population base to be served. Persons served by this program originate not only within this county, but from the entire region. Training via the portable lab is ongoing and is scheduled on an indefinite basis. Wireless cards will be added to or transferred to new computers as the old models are replaced. This is indeed an indefinite project!

Primary factors noted in the project are the fast and easy set up and break down of the lab, and that the patrons attending sessions in the lab can now move around freely and safely, due to the lack of wiring cluttering the floors.

Significant advertising for the project has taken place in recent months, and interest has been great.

**Additional Project Outcomes (What are the data sources?)**

The project has been and will continue to be monitored and data collected as to the success or limits of the project through student and teacher surveys and evaluations.

# **LSTA ANNUAL PROJECT REPORT KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**

**FY2003**

**Project # 1C4**

**Funds Awarded: \$360,000**

**Project Title: Information Technology**

**KDLA Project Monitor: Skip Hunt**

**Number of Persons Served: 2,050,000**

**Congressional District Served: Statewide**

## **SUBGRANT INFORMATION (if applicable)**

**Library Name: \_\_\_\_\_**

**Project Director: \_\_\_\_\_**

**Phone Number: \_\_\_\_\_**

**Fax Number: \_\_\_\_\_**

**Email: \_\_\_\_\_**

**Library URL: \_\_\_\_\_**

**Library Address: \_\_\_\_\_**

## **LSTA Purpose**

### **Services - People Having Difficulty Using Library**

#### **State Goal**

☒ Strengthen management of systems/services needed to meet information needs

#### **IMLS Primary Performance Category**

☒ Access

#### **IMLS Secondary Performance Category**

☒ Tools for the future

#### **Primary Users**

☒ Adults

☒ Library staff

☒ Statewide public

#### **Primary Service**

☒ Digitization and digital library programs

☒ Information access and services

☒ Technology infrastructure

**Start Date 10-1-02**

**End Date 9-30-03**

**Project Purpose**

This project provides the information technology infrastructure for the state library and information technology services for patrons of the state library and public libraries statewide.

**Project Activities/Methods**

During this project hardware and software was procured for planned upgrades and enhancements to the network infrastructure, both in the central office (state library) and the remote offices, where support is provided to the local county library directors. Additionally, this project provides for the operation, maintenance, and support activities of the information technology infrastructure. Hardware improvements during this project include 39 computer desktop and laptop replacements, 38 monitor replacements, network data switch expansion, enhancements to the data disk storage environment, improvements in backup tape hardware, and 7 network printer replacements. As indicated earlier, these replacements/enhancements occurred in both the state library central office and remote offices.

A deployment plan was laid out to orchestrate the replacement of hardware and as appropriate, the re-deployment of replaced hardware to replace other, lesser hardware items. In this manner hardware moves through the organization allowing more staff to see improvements in their hardware installation.

A volunteer group is assembled for these deployment activities. This group consists of state library staff interested in information technology, and willing to participate as a distributed user assistance mechanism. This group is directed and coordinated by a member of information technology staff. This mechanism involves many of the people who are served by the information technology staff in the actual deployment of technology.

**Project Outputs**

During this project, the Key Output Targets that were proposed were met or exceeded. 39 computers and 32 monitors were installed, replacing older systems. These older systems were circulated to other users, replacing even older equipment. Therefore the output target of 30 computers and monitors was substantially exceeded.

IT staff made at least 15 visits to remote office locations, with multiple visits to some offices. The purpose of these visits was to install replacement hardware (see preceding paragraph), enhance or replace the existing network cabling in these offices, and where possible connect the remote office networks to broadband services to provide the office with high-speed access to the state library's information resources and infrastructure.

225 software license updates were purchased, through the purchase of Microsoft software maintenance coverage for our entire compliment of Microsoft software licenses, which includes 225 Microsoft Office licenses. Through this purchase of software maintenance, the covered software is automatically eligible for upgrade to the latest version upgrades, as they are released.

**Project Outcomes (What were the results?)**

This project provides the foundation of technology that enables many of the other LSTA projects of the state library. Through this project, electronic information resources and services are delivered to the direct customers of the state library, many of which come to the state library electronically through their local public library systems, which provide local citizens a portal to electronic information resources of the state library, which are both reference services and archival information.

**Additional Project Outcomes (What are the data sources?)**

As a result of this project, at least 75% of library staff, all of which use information technology in the pursuit of their daily workload, have indicated to IT staff and IT management that through the upgrades provided they are able to accomplish their work in a more timely, accurate and efficient manner.

100% of state library staff who are involved in direct customer contact (who have customers that they serve) indicate that they are able to better serve their customers because of the information technology resources provided to them through this project. Many indicate that without this project and the resources that it provides, they would be unable to serve their customers.

Overall the state library has expanded its services through electronic resources, all of which are made possible by this project. To that extent, this project enables the enhanced services that the state library is able to provide.

**Anecdotal Info**

The source of anecdotal information comes from state library public service staff that are served by the information technology staff. These public service staff, who are the state library's direct customer service deliverers, are the direct customers of the state library's information technology staff. These staff regularly communicate their thanks to the information technology staff and express their appreciation for the service and support provided by the information technology staff and the services that are enabled by information technology. These comments are in turn an indication of the success of this project. Staff regularly indicate that they are able to do more things, and to do those things more efficiently, through the technological improvements.

# **LSTA ANNUAL PROJECT REPORT KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**

**FY2003**

**Project # 1C5**

**Funds Awarded: \$40,300**

**Project Title: Large Print Collection**

**KDLA Project Monitor: Brenda Fuller**

**Number of Persons Served: 635,132**

**Congressional District Served: Statewide**

**SUBGRANT INFORMATION (if applicable)**

**Library Name: \_\_\_\_\_**

**Project Director: \_\_\_\_\_**

**Phone Number: \_\_\_\_\_**

**Fax Number: \_\_\_\_\_**

**Email: \_\_\_\_\_**

**Library URL: \_\_\_\_\_**

**Library Address: \_\_\_\_\_**

**LSTA Purpose**

**Services for Lifelong Learning**

**State Goal**

☒ Strengthen libraries as resources in meeting economic, educational, cultural, and recreational needs

**IMLS Primary Performance Category**

☒ Access

**IMLS Secondary Performance Category**

☒ Education

**Primary Users**

☒ Adults

☒ People with special needs

☒ Senior citizens

**Primary Service**

☒ Information access and services

**Start Date 10-01-02**

**End Date 9-30-03**

**Project Purpose**

To increase the life-long learning opportunities of visually impaired Kentuckians of all ages by providing public libraries with deposit collections of large print materials from the State Library to be rotated in all twelve library regions.

**Project Activities/Methods**

Acquisitions staff located and obtained standing orders from large print publishers. The books were received, minimally processed by the library's Technical Services branch and placed into collections of 70 books each balancing each collection with different genres. Returning collections were examined for appropriateness and wear and tear and were replaced with new books and then shipped out to the next region. Invoices for the books and shipping boxes were paid with funds from this project.

Special requests were honored with one deposit collection consisting completely of western titles being sent to a requesting library. Other special requests were filled with extra books sent out as requested. A letter was sent to each public library in late August asking each library if they could use extra collections. A postcard was included with the letter which made it easy for the library to make their requests for extra collections.

**Project Outputs**

Large Print books were purchased on 55 standing order plans with seven publishers. The new books were cataloged, processed, and prepared for circulation. New books were combined into deposit collections of 70 books each and placed in rotation in all library regions. 2382 books were bought for the collection which added a total of 34 possible new collections. Some titles were bought in duplicate so 1571 new titles were added.

At the end of this fiscal year 113 public library systems were participating in the project and rotating 265 collections. As a result of the letter sent to libraries in late August, 36 new collections were sent out to requesting libraries. One ten-county region is currently rotating 36 collections, another ten-county region is rotating 30 collections and other regions are rotating 20 and 17 collections, respectively. This year 80 collections were returned and replaced, and 147 extra books were sent out. 1965 books were withdrawn from the collection due to excessive wear and tear.

Key output targets identified for this project at the beginning of the project year were exceeded. One target was that 16,000 large print books would be circulating at the end of the year and in fact, 18,550 were circulating at the end of that time. Another target was that 100 libraries would be participating in the project and at the end of the year, 113 were participating.

**Project Outcomes (What were the results?)**

Visually impaired readers were able to enjoy reading for information and recreation as a result of the large print books supplied in deposit collections by the State Library. This material allowed these readers to be independent without having to give up the pleasures of reading or resort to the use of technology. Local public libraries, and their branches and bookmobiles filled this need by receiving large print collections bought and processed by the State Library.

A key outcome target identified for this project was an increase of five per cent in the numbers of books circulating would indicate the success of the program. Since there was a 15 per cent increase in the numbers of books circulating, it is an unqualified success.

**Additional Project Outcomes (What are the data sources?)**

Statistics kept by the State Library are the data sources and indicators of change in the project. State Library staff kept statistics on the number of collections formed and shipped to begin rotations to replace collections which were returned. The number of counties participating were also recorded. Technical Services staff recorded the number of new books added during the year. The percentage of county libraries participating in the project increased this year as well as the numbers of collections being rotated. The 36 extra collections sent out were a direct result of the letter and postcard sent in late August.

**Anecdotal Info**

Anecdotal information is difficult to obtain for this project since the State Library does not have direct contact with the end user. The high percentage of public libraries participating in the project indicates that this is a worthwhile and beneficial project. The fact that 36 new collections were sent out as a result of the letter/postcard indicates that participating libraries are filling a need for books in this format.

# **LSTA ANNUAL PROJECT REPORT KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**

**FY2003**

**Project # 1C6**

**Funds Awarded: \$225,410**

**Project Title: State LibraryReference/Research Services**

**KDLA Project Monitor: Brenda Fuller**

**Number of Persons Served: 25,280**

**Congressional District Served: Statewide**

## **SUBGRANT INFORMATION (if applicable)**

**Library Name: \_\_\_\_\_**

**Project Director: \_\_\_\_\_**

**Phone Number: \_\_\_\_\_**

**Fax Number: \_\_\_\_\_**

**Email: \_\_\_\_\_**

**Library URL: \_\_\_\_\_**

**Library Address: \_\_\_\_\_**

## **LSTA Purpose**

**Library Technology, Connectivity and Services**

### **State Goal**

☒ Strengthen libraries as resources in meeting economic, educational, cultural, and recreational needs

### **IMLS Primary Performance Category**

☒ Access

### **IMLS Secondary Performance Category**

☒ Education

### **Primary Users**

☒ Adults

☒ Library staff

☒ Statewide public

### **Primary Service**

☒ Information access and services

☒ Interlibrary loan

**Start Date 10-01-02**

**End Date 9-30-03**

**Project Purpose**

To increase the opportunities for life-long learning and gaining knowledge for all Kentuckians by providing State Library staff access to information resources in all formats and equipment needed to provide quality reference/research services.

**Project Activities/Methods**

Nontraditional delivery of reference/research services by state library staff to state employees continued this fiscal year based on the model begun in the last fiscal year. State employees and their information needs and their preferred methods of delivery continue to drive the activities of the reference/research staff in the delivery of information and materials to them. Materials Selection Committee met monthly to select new materials for the library's collections. The library is continuing to move from a print collection to web-based information and databases. Databases added this reporting period include the Historical Newspapers database which includes cover-to-cover full-text and full-image content for the New York Times back to 1851, Washington Post back to 1877, and the Wall Street Journal back to 1889. Subscriptions were begun to Columbia Granger's World of Poetry as well as LawReader.com which gives Kentucky law links as well as access to Kentucky forms. Four databases were previewed, but it was decided not to subscribe. The Matter of Fact database and Mitchell Manuals auto repair database were both upgraded from a CD-ROM format to web access. Document delivery services providing full-text articles continue to be utilized. The Federal Documents collection was reviewed during July and electronic library item numbers were added which include PURLS in the cataloging record.

Partnerships with selected state agencies have continued this reporting year. The partnership has continued with the Governmental Services Center (GSC) in support of their Kentucky Certified Manager Program (KCPM). GSC asked for flyers and brochures explaining State Library Services resources to be put in their program packets for the KCPM program. Instructors in the program emphasized these resources in classes state agency employees attend while working toward their Certificate of Management Fundamentals (CMF) and the Certified Public Manager (CPM) parts of the program. The partnership with the Governor's Office of Technology (GOT) Information Technology Training (ITT) division has continued with a second round of resource lists. Acquisition of materials was made on all Office 2002 applications, PowerPoint 97-2002, Dreamweaver, and basic HTML. Work was also continued on the partnership with the Personnel Cabinet's Kentucky Mediation Program (KEMP) with a list of mediation sources.

Marketing of services continued throughout the year. A presentation on library services and library card sign-up was held in Louisville in early October at the statewide EEO Conference. A 2003 calendar with essential contact information on it was sent to all state government cardholders in January. In April library staff visited state agency locations in Frankfort which included Environmental Protection, Natural Resources, Kentucky Housing Corporation, agencies at Berry Hill, Kentucky State Police Headquarters, Council on Postsecondary Education and Fish and Wildlife. Information was offered on the State Library's collections and services, and library card sign-up was made available. Another library card sign-up was held at the Kentucky Retirement System in May. National Library Card sign-up month was acknowledged in September with library card sign-ups at the Attorney General's office, Labor, Local Government, Administrative Office of the Courts, and Juvenile Justice. Visits to the Transportation Cabinet to participate in their Pages to Progress program occurred in January where a table was set up for library card sign-ups, and materials were displayed which were featured in the bibliographies. A second Pages to Progress promotion was held in September, and the theme was "Fall into Pages to Progress". Marketing staff worked on a promotional flyer that Transportation used to publicize the visit. A display and library card sign-ups were held at the Kentucky Certified Public Manager's Conference in September.

Other meetings this reporting period took place with personnel from the Kentucky Historical Society and Environmental Protection.

Communique, the state agency newsletter, was used to publicize this collection this year. One issue suggested training alternatives to classroom instruction using materials found at the library. Another article later in the year highlighted electronic resources available to state employees.

The reference/research staff created bibliographies on Customer Service, Effective Meetings, Performance Management, and Sexual Harassment. All bibliographies created as a result of partnerships and contacts with various state agencies were streamlined into single topics and the Online Resources and Publications page on the agency's website was updated to reflect this change. Resource lists were created by the library's marketing librarian on OUTLOOK, Emotional Intelligence, Coaching and Motivating Employees for in-house use at Supervisor's Forums.

Promotional materials continued to be generated to promote the library's services. Updated information was worked on by the members of the Services to State Government (SSG) committee for the State Employee Welcome packet of information which is given to them when they register for a library card. Work was done on a welcome card, and fliers were also updated. A standardized list was created on what fliers should be included, and a new electronic resource flier was created. Promotional items about the library's services were donated in June to the Summit on the Economic Status of Kentucky's Women.

With the integration of the Kentucky Library Information Center (KLIC) program into Reference/Research it has become clear that the reference/research staff is looking at materials acquisition and service to public libraries in a different way because in many instances this library's services are the last resort for many of the smaller libraries with no money for materials and databases. With this in mind promotion and marketing of the library's materials and services to public libraries has intensified. Special efforts have been made by marketing and reference staff to make contact with public library staff in presentations highlighting the designated toll-free number and the Ask a Librarian online reference service. Presentations were made at Interlibrary Loan Training workshops held across the state in March, April, May and September. A presentation and exhibit was made at Public Library Section of the Kentucky Library Association Conference in May. The reference/research staff attended the conference to meet public librarians and talk about the library's services. On-site presentations in Owingsville in June and Martin County in July were also made. A presentation and exhibit display was made in August at the Bookmobile Conference, and attendees at the Public Library Institute in September were given a presentation which included a tour of the KDLA facility where they were given the opportunity to interact with the staff.

The library continues to fully participate in interlibrary loan activities among libraries, regardless of location and type, both responding to requests to lend materials and to borrow materials for state agency employees. In addition staff performing interlibrary loan serve as the referral agent for Kentucky's Solinet Affiliate Libraries when the libraries are unable to obtain materials in Kentucky and the southeast.

Library staff attended Public Library Section meeting in May, workshops on various subjects and served as liaisons at the Interlibrary Loan workshops held across the state. Trainers from the database vendors, Proquest, RefUSA and Gale/InfoTrac, provided training on-site to help staff keep up their skills and gain new knowledge.

**Project Outputs**

1088 books were added as a result of Materials Selection meetings, and 320 of these were circulated. Five new databases were added, and the format of two existing databases was changed from CD-ROM to online. 4713 requests were processed by the State Library Interlibrary Loan unit which included requests both to lend materials from the collection and to borrow materials for state employees. 7833 referrals were made for Kentucky's Solinet Affiliate Libraries.

11,514 items were circulated to State Library customers and libraries, and 4169 information requests were answered from library customers, 1898 of which came from the State Library's Ask a Librarian web site. 10 bibliographies were prepared by the reference librarians this fiscal year as a result of the various partnerships the State Library has formed with state agencies.

Library card sign-up drives for state employees resulted in 661 new state employee customers. 395 new electronic item numbers were added to the library's Federal Documents collection in July.

It was anticipated that by April, 2003 5000 requests would be received, and in actuality 3936 reference questions and requests for materials were received. It was also anticipated that by September, 2003, 5000 requests would be processed by Interlibrary Loan, and in actuality 4713 requests were processed.

**Project Outcomes (What were the results?)**

29 percent of the book material added to the collection as a result of the partnerships the library has formed with various state agencies circulated. There was a 40 percent increase in the requests processed by the interlibrary loan unit, both to lend materials from the collection and to borrow materials for state employees. There was a 43 percent increase in the referrals processed for Kentucky's Solinet Affiliate libraries. The number of cardholders increased 31 percent over this period last fiscal year. As a result of the addition of item numbers to the library's federal documents profile, the number of item numbers increased by 18 percent.

40 percent more information requests were received this year, and 40 percent of those questions came from the library's Ask a Librarian web site. Ask a Librarian questions increased 63 percent over this time period last year. Database searches increased 183 percent in the two months, October and April when compared to October and April of the last fiscal year. October and April are historically high usage months for the library's services. 99 percent of the questions received by the reference/research unit are answered for public libraries and state agency employees, and questions best answered elsewhere are referred to the appropriate source. This outcome target was exceeded by nine percent. 78 percent of the public services staff exceeded their training requirements this year exceeding that outcome target by three percent. The outcome target that the fill rate for interlibrary loan requests would be 90 percent was not realized because in many instances, libraries will query this library for requests without ascertaining whether we actually own the book or journal.

**Additional Project Outcomes (What are the data sources?)**

Data sources included the Endeavor/Voyager system which can deliver targeted reports on collection building and usage. Vendors of electronic databases accessed both in-house and remotely produce and send reports. The reference staff utilizes the Reference Log to record requests. The interlibrary loan staff, both lending and borrowing, keep records of all types of interlibrary loan activity for client groups. Because training hours are important components of the Commonwealth's employee evaluation system, all staff recorded training and workshops attended.

**Anecdotal Info**

Comments received from state employees this past year include:

"Thank you for compiling this list for us. It will make our job of getting in touch with all these businesses so much easier. Your help is much appreciated!"

"Thank you so much for your help. I'm sure these sites will be very helpful. I had no idea KDLA was so helpful--I don't know why I didn't have a card earlier! Thanks again."

"Thank you very much. This is a great program KDLA provides!"

"I thank you very much in your help in my research. I surely could not have put together this much material so quickly."

"Very helpful, you guys are like magicians. Thanks."

"Thank you for your response and suggested publications. Your assistance in helping us address this issue is greatly appreciated."

Comment received from our partnership with a state agency:

"We appreciate your development of the resource listings, and we are excited to offer this additional learning opportunity to our customers."

Comments received from public libraries:

"Thank you so much for locating the information about the shooting. I'm fairly certain that it is the shooting incident they were looking for. Also I was very surprised to learn of the reference web site found at our local historical society. I guess sometimes it (is) hard to see some things that are right before your eyes. I'll try to remember them in the future."

"My niece called and told me the articles were exactly what she wanted."

"Thanks so much for the help on the article from Popular Mechanics. I don't know what the public library would do if we didn't have wonderful people at KDLA to help us! Have a good day!"

# LSTA ANNUAL PROJECT REPORT KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES

**FY2003**

**Project # 1C7**

**Funds Awarded: \$73,100**

**Project Title: Telecommunication Services Support**

**KDLA Project Monitor: Christie Robinson**

**Number of Persons Served: 142**

**Congressional District Served: Statewide**

**SUBGRANT INFORMATION (if applicable)**

**Library Name: \_\_\_\_\_**

**Project Director: \_\_\_\_\_**

**Phone Number: \_\_\_\_\_**

**Fax Number: \_\_\_\_\_**

**Email: \_\_\_\_\_**

**Library URL: \_\_\_\_\_**

**Library Address: \_\_\_\_\_**

**LSTA Purpose**

**Library Technology, Connectivity and Services**

**State Goal**

☒ Strengthen management of systems/services needed to meet information needs

**IMLS Primary Performance Category**

☒ Access

**IMLS Secondary Performance Category**

☒ Tools for the future

**Primary Users**

☒ Adults

☒ Library staff

**Primary Service**

☒ Information access and services

☒ Technology infrastructure

**Start Date 10-1-02**

**End Date 9-30-03**

**Project Purpose**

The purpose of this project is to fund the Information Technology for Telecommunications at the State Library for equipment, software, hardware, infrastructure and operating support so that the SLAA will be able to deliver services over the phone and through data lines in a seamless fashion providing libraries, staff and information seekers with the communication services necessary for the delivery of technical assistance and information products as efficiently and effectively as possible.

**Project Activities/Methods**

The activities and methods to accomplish the project objective were the following:

1. Maintained servers to current levels of hardware, storage capacity and current releases of operating systems, utilized the capabilities of advancing telecommunications technologies.
2. Provided funding support for workshops and seminars that provided specific skills associated with voice and data communications.
3. Maintained operating systems at the current version to provide the full degree of voice and voice mail capabilities that this software allows.
4. Provided enhanced hardware that supports users with disabilities such as TTY phones.
5. Provided necessary hardware and software to staff in order to support and maintain the State Library phone system.
6. Provided for the safety and security of phone communications through operational policies & procedures and backup systems.
7. Provided funding for support staff with necessary training and technical resources to facilitate their ability to deliver the necessary problem support services.
8. Oversaw and maintained all departmental voice and data telecommunications. Provided the necessary hardware, software and staff to support voice mail and telephone access to the agency.
9. Provided funding for one staff member necessary to oversee direct and route all phone communications to proper agency staff and resources.

**Project Outputs**

- 164 - Tadiran sets
- 17 - Single line telephones.
- 25 - Trunk lines coming in and going out of the building.
- 300 - Calls come into KDLA each day

**Project Outcomes (What were the results?)**

This project provides for efficient and productive telecommunication services to facilitate the delivery of all types of services and assistance offered by the SLAA.

**Additional Project Outcomes (What are the data sources?)**

Randomly selected customers were asked by the receptionist if the phone service that they receive is what they expect and if they were satisfied with their service. 80% of the customers surveyed responded that they were satisfied with the phone service and were able to access the services they needed in a timely manner. Specific comments are listed in the anecdotal info below.

The Tadiran telephone and the Keyvoice voice mail systems that are now in use at our KDLA facility, have been essential in the customer service we offer. However, we have been informed by our phone coordinator that this system has been in service for approximately 10 years and as with any computerized system and with technology advancing at a rapid rate, we will soon be in need of updating to keep the same quality of service we are accustomed to giving.”

**Anecdotal Info**

Staff comments reported ...

"Customer feedback has been very positive."

"No dropped calls that we know of."

"No customer complaints."

"Calls get to where they need to be."

"New receptionist is doing a fine job."

Caller satisfaction survey done by receptionist on Friday, November 7th:

"Caller satisfied with everything."

"Caller dissatisfied. Had to go through prompts several times. Unable to reach extension."

"Caller dialed extension, automatically was forwarded to the receptionist."

"Caller satisfied. Commented on my phone manners."

"Most callers seemed satisfied with the phone service. The one complaint I get the most is if they can't get through to an extension. They sometimes have to recall the main number."

"Caller mentioned they had dialed an extension and they automatically got bumped to me."

# **LSTA ANNUAL PROJECT REPORT KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**

**FY2003**

**Project # 1D1**

**Funds Awarded: \$8,000**

**Project Title: Kentucky Regional Talking Book Library**

**KDLA Project Monitor: Richard Feindel**

**Number of Persons Served: 3,683**

**Congressional District Served: 1<sup>st</sup>, 2<sup>nd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>**

## **SUBGRANT INFORMATION (if applicable)**

**Library Name: \_\_\_\_\_**

**Project Director: \_\_\_\_\_**

**Phone Number: \_\_\_\_\_**

**Fax Number: \_\_\_\_\_**

**Email: \_\_\_\_\_**

**Library URL: \_\_\_\_\_**

**Library Address: \_\_\_\_\_**

## **LSTA Purpose**

### **Services - People Having Difficulty Using Library**

#### **State Goal**

☒ Strengthen libraries as resources in meeting economic, educational, cultural, and recreational needs

#### **IMLS Primary Performance Category**

☒ Access

#### **IMLS Secondary Performance Category**

☒ Families and Children

#### **Primary Users**

☒ People with special needs

☒ Senior citizens

#### **Primary Service**

☒ Information access and services

☒ Outreach services

**Start Date 10-01-02**

**End Date 9-30-03**

**Project Purpose**

We provided public library service to those who could not read printed matter because of a physical disability. Eligible individuals included the blind, some physically disabled and most learning disabled people.

**Project Activities/Methods**

The Kentucky Talking Book Library operates as a regional (statewide) library within the national network headed up by the Library of Congress, National Library Service for the Blind and Physically Handicapped (NLS). With NLS supplying cassette players, cassette books and magazines, Braille books and magazines as well as consultative services, the Kentucky Talking Book Library is responsible for the patron service operations. We recruit new patrons, circulate books and magazines to the patrons, answer reference questions and distribute and repair cassette players. We serve 111 of the state's 120 counties directly and support our two subregional libraries that serve the remaining nine counties.

**Project Outputs**

The Kentucky Talking Book Library served 3,683 patrons during the project period. This represents a substantial increase over the 2,879 served in the previous year. Direct comparison between the two years is not entirely comparable, as we switched from active counting to passive counting between the two years. There was a consensus among network members around the country after a year-long discussion that passive counting would better represent the count of people impacted by the program. We traditionally have served a fair number of people who did not actively use our book collections. Students many times are so caught up in the use of their textbooks that they seldom used our books. Many people would check out the Bible and read it exclusively as well. Because these people still required machine services, patron maintenance and newsletters, they are now being counted as being served by the program. Circulation, however, slumped from FY2002 to FY2003. We sent out 133,778 items to our readers as compared to 140,491 the year before. Some part of this was due to the continued loss of staff and our inability to replace them because of state government's revenue shortfall problems. More than half of the decline was caused by a loss of active readers.

We repaired 755 cassette players during the year. Although this was well short of our goal of 1,000, our inventory situation has actually improved over what it had been at the end of last year. Our cassette player technician was out seven months to take care of his son who was in treatment for a rare form of cancer. We acquired 200 repaired machines from a volunteer center in Cincinnati to tide us over this period. Our own volunteer center recruited additional volunteers. Over the summer, they stepped up their repair efforts. In February, our inventory of available machines had shrunk to twenty, but by the end of the year it had been built back up to 300, enough to last four months.

We recorded but 26 books for our Kentucky Book program during the year. This can be attributed to the two staff members in this unit being pulled away from their regular duties to substitute for missing staff members. We also repaired 2,694 books during the project year. This number is almost 600 less than the year before. Due to the loss of another circulation staff member midway through the year, we suspended the inspection of incoming books and therefore found fewer books to repair. We circulated 1,371 descriptive videos to our patrons in 2003. In a remarkable coincidence, this is the exact same number circulated the year before. This service program is certainly stable. We sent out 1,133 inter-library loans, most to patrons of our two subregional libraries. The increase in this facet of our service can be attributed to the new internet-based ILL system, which has made it much easier for out-of-state libraries to request copies of our books for their patrons. We were only able to put on seven public relations events as compared to the twenty that we projected. With our personnel situation worsening throughout the year, it became apparent that we would have to back off from this objective in order to keep our daily work up.

**Project Outcomes (What were the results?)**

During the year we recruited 474 new patrons and discontinued service to 434 patrons. This was 27 more patrons than we were able to recruit in the previous year. Unlike last year, we did recruit more than we suspended from service, which is a positive indicator for our service.

When this program was at its peak in patrons served in the mid 1990s, about 40% to 50% of our patrons were blind due to macular degeneration. Over the past five years, the use of laser treatment has restored the sight of many macular degeneration patients who otherwise would have gone blind. This was the experience of the project director's mother-in-law over the summer. She had been diagnosed with MD two years previously, and by the end of September, her sight had declined to the point she could no longer read. Rather than sign up for our service through the Louisville subregional, she sought out a referral to a laser vision clinic. In a short and painless outpatient procedure, her vision was restored and she has resumed reading print. This same story has been repeated over and over again across Kentucky and around the country as a whole. I suspect that we will continue the decline in patrons served for some years to come. There exists the possibility that other conditions may have effective treatments developed for them and we would then experience an even further shrinking of our eligibility base. Retinitis pigmentosa research seems to be close to making a breakthrough similar to what has been achieved for macular degeneration.

**Additional Project Outcomes (What are the data sources?)**

This project has always prided itself on the close personal relationship it has with its patrons. Our library service, by its very nature, is more personalized than are other public library services. We choose the books for our patrons 52% of the time, a statistic that few public libraries even come close to. We have three readers advisors which each manage the service accounts of some 1,200 patrons and many of those patrons know their librarian personally from either personal visits to the library or through phone calls and letters. Our patrons read an average of 36.3 materials from us, with the average book taking fifteen hours to read. It is very obvious that reading plays a huge part in their lives, given that the average person reads only 2 or 3 books a year. This works out to the equivalent of working full-time for fourteen and a half weeks a year. Many of our readers, we know, are putting in these kind of hours every week of the year. Although they have been cut off from the world of the printed word by their physical disability, they appreciate the opportunity to re-connect to this world through our service and respond by using the service to a degree unmatched by any other group of patrons.

**Anecdotal Info**

Here are some comments we have received by mail and email over the past year:

I take pleasure in making this contribution to your organization which is doing so much for me. I am hungry for some reading material and I know that you will send me some biographies of prominent Americans and the sophisticated mysteries I so enjoy.

My husband and I wish to thank you for such a super service from the Kentucky Talking Book Library. There is always a very pleasant voice to answer the phone when we call for any reason. We appreciate the fast replacement of equipment when there is a problem from such constant use. My husband would be at a tremendous loss without your services and so would I. Thank you.

Please accept this small contribution for the wonderful work you are doing for the handicapped. Due to laser technology, my vision has improved to where I can watch television and read regular print again, so please discontinue my book service. Again, my heart felt thanks for your service.

In the past ten years I have read more than 3,200 books from your library. I don't know how I could have had so much enjoyment without your books. Keep up the good work! I brag on you to everyone I know.

Being both visually and physically handicapped, I am writing to let you know how effectively the Kentucky Department for Libraries and Archives has been serving me and other handicapped inmates at the Federal Medical Center. Although prison life for the blind can virtually sever us from being informed of free world events, KDLA has always been available to dispense a variety of news, health, education, sports and spiritual guidance information. This library service has made a significant difference in our lives. Thank you for providing such a worthwhile program and please continue to support the KTBL in all its efforts to serve the handicapped.

I do appreciate the books and videos very much and would probably have gone crazy by now if it had not been for them. I was an avid reader before my vision loss, but find the tapes great. I can walk, do dishes, cook, laundry, or ride in a car or whatever and listen to my books. My family and I enjoy the videos. There are things in videos that you miss if you are blind and the descriptive videos tell you what those things are. I hope this service never stops.

I am \_\_\_\_\_'s daughter and would like to place an order for her. I read The Listening Post and know that your staff has been reduced. I am sorry that you have suffered this loss. Please know that my small contribution will not be as much as my mom loves these books, but I am sending one right away. Thanks.

Thanks so much for your service to the blind and disabled. my mother passed away recently, but she enjoyed the books on tape so many hours. Thanks so much for making her life a little brighter.

My mother is deceased. She has enjoyed the tapes for many years. Thank you for the many, many hours of enjoyment you provided to her by allowing her to read although she could not see. Again, thank you so very much.

# **LSTA ANNUAL PROJECT REPORT KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**

**FY2003**

**Project # 1D1-A**

**Funds Awarded: \$51,500**

**Project Title: Louisville Subregional Talking Book Library**

**KDLA Project Monitor: Richard Feindel**

**Number of Persons Served: 1,217**

**Congressional District Served: Third and Fourth**

## **SUBGRANT INFORMATION (if applicable)**

**Library Name: Louisville Free Public Library**

**Project Director: Tom Denning**

**Phone Number: 502- 574-1625**

**Fax Number: 502-574-1666**

**Email: tdenning@lfpl.org**

**Library URL: lfpl.org**

**Library Address: 301 York St, Louisville, KY 40203**

## **LSTA Purpose**

**Services - People Having Difficulty Using Library**

## **State Goal**

☒ Strengthen libraries as resources in meeting economic, educational, cultural, and recreational needs

## **IMLS Primary Performance Category**

☒ Access

## **IMLS Secondary Performance Category**

☒ Families and Children

## **Primary Users**

☒ People with special needs

☒ Senior citizens

## **Primary Service**

☒ Information access and services

☒ Outreach services

**Start Date 10-01-02**

**End Date 9-30-03**

**Project Purpose**

This project provided public library service to those who could not read printed matter because of a physical disability in Jefferson County. Eligible individuals included the blind, some physically disabled and most learning disabled people.

**Project Activities/Methods**

The Louisville Subregional Talking Book Library is a member of the National Library Service for the Blind and Physically Handicapped Network. They recruit new members for the service, circulate books on cassette tapes to them and distribute cassette players to them when needed.

**Project Outputs**

The Louisville Subregional Talking Book Library served some 1,217 patrons during the project period. This represents a decrease from the 1,393 served in the previous year. Some 180 new patrons were recruited over the course of the year, while 173 patrons discontinued service. Circulation, however, increased from 52,807 in FY2002 to 59,451 in FY2003. They distributed 255 cassette players to their patrons during the project year. The weekly magazine they do was published 50 times during FY2003 with a total circulation of 6,617 issues. Their descriptive video program circulated 163 videos.

**Project Outcomes**

This subregional, like the Frankfort and Louisville libraries, has also experienced falling patron numbers due to the advances in treatment of macular degeneration. Just from FY2002 to FY2003 there was a 12.6% drop in the number of patrons served. They did recruit seven more patrons than they discontinued, so figures for the following year should not decline as much. Remarkably, however, their circulation did increase over the previous year. This reflects the fact that their staffing remained stable over the year and that they did not have long vacancies in key positions as they had in the previous year.

**Additional Project Outcomes**

The 48 books read per patron served by this project is an indication of how much this service means to its patrons. This is more than the patrons in the Frankfort library read. This subregional library has had a history of going off-track and stumbling towards achieving its service objectives. This past year, however, their staff remained intact and they were able to post some good, solid numbers when compared to years past.

**Anecdotal Info**

No anecdotal material was supplied by the project staff.

# **LSTA ANNUAL PROJECT REPORT KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**

**FY2003**

**Project # 1D1-B**

**Funds Awarded: \$39,900**

**Project Title: Northern Kentucky Subregional Talking Book Library**

**KDLA Project Monitor: Richard Feindel**

**Number of Persons Served: 570**

**Congressional District Served: Fourth**

## **SUBGRANT INFORMATION (if applicable)**

**Library Name: Kenton County Public Library**

**Project Director: Wayne Onkst**

**Phone Number: 859-962-4095**

**Fax Number: 859-655-7960**

**Email: wonkst@kenton.lib.ky.us**

**Library URL: http://www.kenton.lib.ky.us**

**Library Address: 502 Scott St; Covington, KY 41011**

## **LSTA Purpose**

**Services - People Having Difficulty Using Library**

### **State Goal**

☒ Strengthen libraries as resources in meeting economic, educational, cultural, and recreational needs

### **IMLS Primary Performance Category**

☒ Access

### **IMLS Secondary Performance Category**

☒ Families and Children

### **Primary Users**

☒ People with special needs

☒ Senior citizens

### **Primary Service**

☒ Information access and services

☒ Outreach services

**Start Date 10-01-02**

**End Date 9-30-03**

**Project Purpose**

This project provided public library service to those who could not read printed matter because of a physical disability in the Northern Kentucky Region. Eligible individuals included the blind, some physically disabled and most learning disabled people. The Northern Kentucky Region consists of Boone, Campbell, Carroll, Gallatin, Grant, Kenton, Owen and Pendleton counties.

**Project Activities/Methods**

The Northern Kentucky Subregional Talking Book Library is a member of the National Library Service for the Blind and Physically Handicapped Network. They recruit new members for the service, circulate books on cassette tapes to them and distribute cassette players to them when needed.

**Project Outputs**

The Northern Kentucky Subregional Talking Book Library served some 570 patrons during the project period. This represents a small increase over the 543 served in the previous year. Some 109 new patrons were recruited over the course of the year, while 118 patrons discontinued service. Circulation, however, jumped from 22,682 in FY2002 to 27,121 in FY2003. They distributed 313 cassette players to their patrons during the project year. Ten public relations events were done during the course of the year.

**Project Outcomes (What were the results?)**

This subregional, like the Frankfort and Louisville libraries, has also experienced falling patron numbers due to the advances in treatment of macular degeneration. Whereas they once served nearly 700 patrons, they are now down to 570. The fact that they discontinued more patrons during the year than they recruited is an indication that this trend will continue for them. Remarkably, however, their circulation continues to grow. Their patrons simply ask for more books and the staff finds a way to get these additional books out to them.

**Additional Project Outcomes (What are the data sources?)**

The 47 books read per patron served by this project is an indication of how much this service means to its patrons. This is far more than the patrons in either the Frankfort or Louisville libraries read. The OCR-A to barcode conversion project was completed over the summer with the aid of volunteer assistance. While we were all disappointed that it took so long to complete, the staffing situation at the regional library in Frankfort combined with a similar situation in Covington led to the prolonged effort to finish it. It did not seem to detract from their operations, however, and the project was completed without it impacting patron service in any negative way. Overall, this project is doing well. It has continued to recruit new patrons and increase its circulation despite the narrowing of its base of eligible potential patrons due to the advancements of medical science. Despite the cutback in state funding, the counties in the Northern Kentucky region have found a way to continue supporting this project, given that assistance from the state library no longer covers its entire cost.

**Anecdotal Info**

“Thank you so much for the Talking Books that I get. You will never know the time it fills for me. Being sight challenged sort of limits me to what I can do and talking books fill my days and evenings with great stories and can take you all over the world. I love it and also please thank all the staff and tell them I appreciate their time.”

“Thank you, your service is outstanding.”

“Thank you so much for helping me on the phone. We are so excited to start this program!”

“You have been really good to me, keeping me in cassettes. These cassette books are all I look forward to. I love them.”

“You made my Christmas bright with your last shipment of talking books. I really appreciate your kindness.”

“Thank you for the wonderful books for the last 25 years.”

“My name is \_\_\_\_\_. I’m the Activity Director at Carmel Manor in Ft. Thomas. I just wanted to thank you for the Talking Book Program. There are many of our residents that really enjoy the tapes, and need them due to visual impairments. The tapes contribute to an overall better quality of life by allowing residents to hold on to some independence. They really make a difference in the lives of many seniors in our area.”

“You have no idea, as an avid reader, how this program has been my salvation and sanity since the loss of my vision. I have been in and out of St. Luke’s for extended periods of time for congestive heart failure and a number of chronic health issues. I have utilized the talking books both at home and in the hospital. Please continue to support this program as I am sure it is as much of a salvation to others as it is to me.”

“I want to compliment the staff of NKTBL. I have been a member since 1988 and have always received excellent service and everyone is so nice to speak with over the phone.”

# **LSTA ANNUAL PROJECT REPORT KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**

**FY2003**

**Project # 2A1**

**Funds Awarded: \$89,400**

**Project Title: Communication and Statewide Awareness**

**KDLA Project Monitor: Kelly Reed**

**Number of Persons Served: 1,894,177**

**Congressional District Served: Statewide**

## **SUBGRANT INFORMATION (if applicable)**

**Library Name: \_\_\_\_\_**

**Project Director: \_\_\_\_\_**

**Phone Number: \_\_\_\_\_**

**Fax Number: \_\_\_\_\_**

**Email: \_\_\_\_\_**

**Library URL: \_\_\_\_\_**

**Library Address: \_\_\_\_\_**

## **LSTA Purpose**

**Services for Lifelong Learning**

### **State Goal**

☒ Improve recognition/support for library/archival services

### **IMLS Primary Performance Category**

☒ Access

### **IMLS Secondary Performance Category**

☒ Communities

### **Primary Users**

☒ Statewide public

### **Primary Service**

☒ Marketing and promotion of library services

**Start Date 10-01-02**

**End Date 9-30-03**

**Project Purpose**

The project purpose is to support and encourage the advocacy of services provided by public libraries to all the citizens of Kentucky, especially the underserved; highlighting equitable access to information and resulting in the increased use of resources and services. Fostering all Kentuckians' awareness of our state's public libraries continues to be our main need. This awareness is critical, as it forms the public base of libraries' roles in continuing education, in technology access, in education reform, in the heightened promotion of library services and programs to all Kentucky's citizens, and in reaching the underserved. Additionally, KDLA needs to continue its promotion of its own services and offerings to public libraries and related agencies.

**Project Activities/Methods**

KDLA's solution to meet these needs has been, first of all, a continuation of our annual "communications and statewide public awareness" LSTA project as it has evolved over the last few years. Among other initiatives, with the present project director at the helm, this has included continuing to refine and produce the KDLA Annual Report as the "KDLA story" with widely targeted distribution for maximum p.r. coverage, and on the agency web site; to continue to send out news releases on important programs and services, including placement of articles when possible; to work with the KLA Public Library Section Legislative Committee on legislative public awareness issues, particularly aiming at the underserved; to chair the KDLA Communications Team; to help the communication of all of KDLA's services by advising on printed material sent from the agency to libraries statewide, and to work with other LSTA program staff; to work with our regional consultants on statewide issues; and to continue to cultivate innovative partnerships with organizations who can help further our mission.

Secondly, KDLA's solution has been to continue with the public awareness campaign which began in 2001. One thing that we have learned, from community forums and from our own experience, is that this campaign is not a "quick-fix" of a couple of years' duration. It must be an ongoing, ever-developing and widening effort that will take several years more at least. We have learned that past successes (like the community forums) lead to new ideas and new plans. It should be stated that the use of an outside strategic communications advisor has been invaluable in guiding our thinking and putting it into practice, through the development of a public awareness matrix for this campaign. Among our brainstorming with community members and KDLA consultants, there is one new idea that has proved outstanding: public awareness leadership training institutes (a sub-grant to this project proposal). As a result of these activities, the ultimate outcome would be that all Kentuckians, especially the underserved, would realize that public libraries provide free and open programs; that these programs help library patrons build a brighter future; that public libraries are an anchor in their communities and serve all community groups; that public libraries provide access to technology and information with professional staff to help patrons; and that citizens of Kentucky hold their public libraries in high esteem, as a point of pride.

**Project Outputs**

The KDLA Annual Report was created and distributed to 1,400 individuals representing 35 client/partner groups; Three Public Awareness Leadership Training Institutes will be monitored (the fourth will be in the next fiscal year); and 17 library staff members and trustees participated in continuing education programs that focus on public awareness. The "KDLA@ your library" web site averages nearly 200 hits per month.

**Project Outcomes (What were the results?)**

The KDLA Annual Report was produced this year, the best-looking one we've done, in the face of budget and printing austerities. Telling the KDLA story in detail, it was distributed to over 1,400 individuals

representing 35 client/partner groups. It was published on the KDLA web site as well, and this year's web edition, for the first time, was designed as such (in its workings and inter-connectivity), and not just as an "import" from paper to computer. It has received nearly 250 web-hits in one month. We continue to reach government employees statewide through our articles in every issue of "The Commonwealth Communique," a slick newsletter published by the Personnel Cabinet (that has just now resorted to web publication instead). We continue to aid in the communication of all KDLA's services by advising on printed material sent out from the agency, and to work with regional consultants on public awareness issues and projects. The KDLA Communications Team, chaired by this project leader, has been revitalized by taking on the role of content-manager for the KDLA website -- a fact that has put the team at the real center of the public's awareness of our agency's offerings and initiatives.

Further successes are seen in the continuation of the public awareness campaign which began in 2001. We continue to be well-served by our outside strategic communications advisor. One of our greatest successes, is the production of the "KDLA@yourlibrary" web magazine. We have put three issues of the magazine online as of this writing -- one centered on "democracy," one on "lifelong learning," and one on "pride" (three of the "values" that were determined by our widespread statewide community forums in 2001). Among the contents of these issues, there has been a "Community Comment" section in each, documenting special public awareness activities at libraries across the state -- thus becoming idea pieces that can be shared and replicated by other libraries if they wish. And, in each issue, we have published a "Community Conversation" on the topic of the particular issue. To bring this about, we have traveled to disparate parts of the state, and engaged community leaders in a dialogue about the library's values. Thus, we have brought together farmers, housewives, homeschoolers, state senators and representatives, family literacy coordinators, professors, bookstore employees, students and others, to talk about how the library affects our lives.

#### **Additional Project Outcomes (What are the data sources?)**

While documenting the level of service and activities of a widespread public awareness project is always challenging because of the lack of precise indicators, there are various data sources nonetheless. Indicators or reports from the field are vital, most especially locally. In county library systems, we can look at comparative numbers of registered borrowers, at comparative circulation levels, at the number of groups using meeting rooms and the number of meetings held, at library attendance, and at automation statistics (like numbers of people using electronic resources). Statewide, we can look at the number of KDLA Annual Reports distributed to individuals, and how many client/partner groups that represents, plus website "hits" for the Annual Report. We can look at the number of participants in continuing education programs that focus on public awareness in whole or in part. We are also measuring web participation in the "KDLA @ your library" section of the KDLA website. We are also monitoring the public awareness leadership training institutes in numerous ways (enumerated in project #01-2A3).

#### **Anecdotal Info**

The community forums we have instigated in order to provide material for the "Community Conversation" section of our "KDLA@yourlibrary" web magazine have yielded great anecdotal information, on the topics of democracy, lifelong learning, and pride in our libraries. They are found at [www.kdla.ky.gov/@yourlibrary](http://www.kdla.ky.gov/@yourlibrary). Here are a few.

Listen to Representative Steve Nunn, in the forum on "lifelong learning" held in Bowling Green:

"When I was growing up, we had an elementary, middle school and high school, all on the hill of Liberty Street (Glasgow, Kentucky). And the public library was one block below us, so depending on the way we

walked home, we'd stop by the library. I checked out the Hardy Boys, you know, and a couple of Nancy Drews. But you know it was a place on your way home from school that you would visit. Now it's changed because the schools have all moved on the perimeters of the city. Our librarian, Jim Hyatt, calls our library the people's university because he says we get all these calls...when people don't know who to call, they don't call Ghostbusters, they call the library. The library then leads them on the path to knowledge -- and knowledge is power. As a legislator, Joey (Senator Pendleton, also present at this forum) and I will get calls once or twice a week from people that want us to help them get a job. and many people don't know how to put a resume together. And so I lead them to the library. 'Go over there and they will help you. If you are a non-traditional student, the place to start is at the library -- let them assist you because that's what they are there for, is to help lead you down the path where you need to go.' So it's a great community resource."

Evelyn Richardson, a retired regional librarian who now volunteers her time in Logan County at the public library, commented in a forum about the changing and broadening of the library's clientele: "I recall how we, as the public libraries and archives employees, worked to try to get things into the libraries to try and draw them in. And today as we look at the persons who come in our doors, there is a balance of men and women. And there is nothing more thrilling than to see that truck driver with the armload of books on tape going out. He made the comment, 'This is so much better than just listening to the radio or listening to music tapes. I'm really learning something.' And one will lead to another. So we have equalized the clientele using our services."

Senator Pendleton, talking about how libraries make better citizens, said in a forum discussion, "A library to me is one of the greatest examples of a democracy at its best. We are each and every day becoming more and more aware of the results of the citizenry under the totalitarian regime. And if there is any part of our culture that we should be upholding and under-girding to preserve our democracy, it would be the library because you educate yourself and then you choose how you want to live your life exactly instead of it being imposed. And we remain a thinking electorate."

These quotations are just a tiny illustration of the valuable anecdotal information that we have collected thus far into this project. This represents information that is relative to many of Kentucky's counties.

# **LSTA ANNUAL PROJECT REPORT KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**

**FY2003**

**Project # 2A2**

**Funds Awarded: \$6,000**

**Project Title: Web Development Project**

**KDLA Project Monitor: Kelly Reed**

**Number of Persons Served: 2,052,000**

**Congressional District Served: Statewide**

## **SUBGRANT INFORMATION (if applicable)**

**Library Name: \_\_\_\_\_**

**Project Director: \_\_\_\_\_**

**Phone Number: \_\_\_\_\_**

**Fax Number: \_\_\_\_\_**

**Email: \_\_\_\_\_**

**Library URL: \_\_\_\_\_**

**Library Address: \_\_\_\_\_**

## **LSTA Purpose**

**Services for Lifelong Learning**

### **State Goal**

☒ Strengthen management of systems/services needed to meet information needs

### **IMLS Primary Performance Category**

☒ Tools for the future

### **IMLS Secondary Performance Category**

☒ Access

### **Primary Users**

☒ Adults

☒ Library staff

☒ Statewide public

### **Primary Service**

☒ Information access and services

☒ Marketing and promotion of library services

☒ Virtual library services

**Start Date 10-1-02**

**End Date 9-30-03**

**Project Purpose**

The project purpose was to award a training subgrant to a University of Kentucky School of Library Science student to further develop the KDLA and COSLA (Chief Officers of State Library Agencies) web sites, focusing on content development and interconnectivity of both sites. There is an ongoing need to refresh the KDLA and COSLA web sites, to submit them to the analysis and evaluation of someone who comes to them without the everyday-staff perceptions of KDLA and COSLA regular staff. This need extends from the design accessibility of the sites to their actual content. Likewise, there is an overwhelming need for new and improved comparative data covering America's state libraries, their laws, plans, policies and current research. The COSLA and KDLA web sites share these needs.

This project also supports KDLA's continuing need for a web development consultant within the agency. Our agency believes it's web presence is central to providing better access to quality information resources. We have seen the need, for some time, for a position to function as the coordinator of all web activity. This position has been placed within the Commissioner's office, and placed under the supervision of the project coordinator.

**Project Activities/Methods**

With the growing utilization of web-based information management, KDLA believes it is in the best interest of libraries and library users in the state to continuously improve resources available through its own and other home pages. To this end the agency provided an internship to the UK Library School for the purpose of working on content development and improvement for its KDLA home page, and for the home page being maintained by AMR (Association Management Resources) for COSLA, in Lexington, Kentucky. The internship was given to a graduate student at the UK Library School for the purpose of linking to, or importing information into, the two websites. The student worked 15 hours per week to accomplish the intent of this internship -- under the supervision of a UK Library School faculty member, with the assistance and support of the KDLA Web Team chairman and the COSLA staff member at AMR. Information to be linked or imported to these web sites included content of interest to the library community (see next paragraph); and the intern also consulted the staff at AMR who work with other national organizations, sharing information from their groups with the library community, and vice versa with COSLA.

This subgrant, while training a graduate student, also benefited the two organizations. The intern was in ongoing contact with the different committee chairs of COSLA, and with the division directors of KDLA. In both these cases, the intern was kept current about new program material or programs coming up, and was able to relate this knowledge to the immediacy of the two web sites. The intern also perused other state library websites. This perusal allowed for an examination of data on other sites which KDLA might wish to add to its site, or which COLSA might wish to append as a new source of content.

The web development consultant leads and coordinates the design, development and maintenance of the agency's website. The position also serves as web liaison for our divisions and committees, and creates web-based information resources and other writing/design initiatives for the KDLA website. The position is part of KDLA's Communications Team, for external communications. This team prioritizes materials for inclusion on the site, and with the team's approval, the web coordinator also works with the UK Library School intern from KDLA's vantage point. The web coordinator also works with directors of Kentucky's public libraries to create and refine their own local web sites.

**Project Outputs**

The UK intern completed the following output targets:

- An evaluation of current state library agency sites, with particular reference to scope and opportunities to leverage information to the COSLA and KDLA site;
- Market research conducted with state agency heads and staff asking for feedback on the current COSLA website and suggestions for content improvement;
- Research into related sites that are currently linked to COSLA or that are linked to state sites (especially KDLA).

The intern's MBA in marketing was useful in this, as well as her background in web development.

**Project Outcomes (What were the results?)**

Working through the Networking Committee of COSLA with support from the association manager at ARM and the state librarian, the intern developed an e-mail survey for the Chief Officers of State Library Agencies and their staffs. The formal survey was e-mailed in December of 2002 and resulted in a 36% response rate (18 out of 50). The bulk of the responses were tied to content, although we also gained important insight into navigation issues and accessibility problems on the COSLA site. The new areas of comparative data which were uncovered included: white papers on any library development issues, plus state links on literacy, continuing education, facilities planning and construction, and libraries for the blind/physically handicapped. There was also interest in showcasing interesting state initiatives on the COSLA site.

In order to make the information immediately useful to KDLA (as well as COSLA) the intern developed an Excel worksheet with live links to all these content areas, broken down by state. She also began accumulating a list of white papers and research projects that appeared on the various state pages.

Using the research conducted to date, the intern took a look at the content of the website vis-à-vis COSLA's overall mission, goals, and principles and made suggestions for re-thinking (and broadening) the target audience for the site. She specifically recommended ways to increase the:

- people/personality of the site
- currency and immediacy of information available
- content value of the site with information aimed at target audiences

The addition of the web development consultant has been one of the most positive changes/additions that the agency has made; and certainly the most positive thing to happen to KDLA's web presence since the creation of the site in 1996. Quite simply, we now have the ability to provide better access to quality information resources for our public libraries, and for the public at large. This is a major success.

**Additional Project Outcomes (What are the data sources?)**

The chief data source, as described, was the survey of the Chief Officers of State Library Agencies, and their staffs. The new areas of comparative data are listed in the "project outcomes." Both the Web Site Survey, and the Web Site Final Paper, may be appended to this report.

**Anecdotal Info**

Based on the survey of the "Chief Officers," it was obvious that doing some meaningful reorganization and augmentation of content on the COSLA site would quickly increase web traffic, and make this site a valuable, "bookmarked" site. Of interest in many responses was the idea of showcasing worthy state initiatives on the COSLA site.

# **LSTA ANNUAL PROJECT REPORT KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**

**FY2003**

**Project # 2A3**

**Funds Awarded: \$47,600**

**Project Title: Awareness Leadership Institutes**

**KDLA Project Monitor: Kelly Reed**

**Number of Persons Served: 50**

**Congressional District Served: Statewide**

**SUBGRANT INFORMATION (if applicable)**

**Library Name: \_\_\_\_\_**

**Project Director: \_\_\_\_\_**

**Phone Number: \_\_\_\_\_**

**Fax Number: \_\_\_\_\_**

**Email: \_\_\_\_\_**

**Library URL: \_\_\_\_\_**

**Library Address: \_\_\_\_\_**

**LSTA Purpose**

**Services for Lifelong Learning**

**State Goal**

☒ Improve recognition/support for library/archival services

**IMLS Primary Performance Category**

☒ Access

**IMLS Secondary Performance Category**

☒ Communities

**Primary Users**

☒ Library staff

☒ Public Library Trustees

**Primary Service**

☒ Continuing education for public

☒ Marketing and promotion of library services

☒ Staff development, education and training

**Start Date 10-01-02**

**End Date 09-30-03**

### **Project Purpose**

The project purpose was to provide public awareness training to a limited number of selected library staff and trustees from all over Kentucky through a series of intensive forums led by experts in the field. The need for expert training in the areas of public awareness and marketing for Kentucky libraries is great. Very few of our library personnel have had formal training in public relations practices and techniques. It is important to begin to offer and provide such training for key library staff throughout the state, to meet the wider need of fostering all Kentuckians' awareness of what our state's public libraries have to offer. (cf. Project #2 A 1, "summary of need" for further comment on the wider need and objective)

### **Project Activities/Methods**

One of the recurring ideas that emerged from our numerous community forums and regional consultants' discussion groups, as far as a needs assessment, was the need for expert training of our library personnel in the area of public awareness and marketing. The conclusions to be drawn from our statewide input have pointed to the fact that our library staffs (and trustees, if interested) need new and continued public awareness training -- as well as continued assistance from KDLA -- to keep up the momentum of raising awareness of the library, and marketing its services to the point where the library becomes a community leader along with other leading organizations. Our solution to begin to meet this need was to create a model training program -- a "training institute," or "public awareness leadership institute," -- to jump-start public awareness activity statewide. The overall topic of such an institute, was the presentation of practical public relations methods for use in Kentucky's libraries. We "began small" in the planning and organization of such an institute, with only 17 participants. We began by soliciting applications (i.e., narrowing down those who really wanted to take part in this) from public library directors or other staff, and perhaps trustees, in each one of our library regions. We then chose, from among the applicants, as far as possible, two candidates from each region. For those participants, we organized four training sessions within a one-year period, with each session in a different geographic area of the state. Each session offered a different series of applicable public relations topics and tactics. Each session began in the early afternoon, and lasted (with evening sessions) until noon the following day, so that each was in effect a concentrated 24-hour training presentation.

### **Project Outputs**

Four public awareness leadership training institutes will have been presented (the first three were in the period of this LSTA grant; the fourth will be in November, 2003).

There were a number of output targets, after each session, and cumulatively at the end of the whole institute. At the end of each of the four sessions, participants had a certain number of program ideas or projects to take home to try out locally; and in the beginning of each following session, they were able to report the output results from their local communities. At the end of the whole institute, there will be an aggregate of p.r. offerings for them to develop locally, and they will be able to report to us the output results of those as well. The "faculty" for the four sessions, composed of both experts and peers, were able to give evaluations. The fact that there are 17 participants, coupled with the topics they cover, also naturally yield an additional number of quantifiable outputs. Finally, each participant focused on a major public awareness project; and at the end of the final session, these will be written up for the LSTA report in 2004.

**Project Outcomes (What were the results?)**

The accent of these four institute sessions has been on practicable learning -- workable ideas and useable projects or procedures that participants have taken away with them. At the end of the project, (November, 2003), the participants will "graduate" from the institute, taking back home (after each of the four sessions, but cumulatively at the close) all the various things they have learned. The further aim has been for them to spread the learning within their regions, and that the ripple effect would spread among this peer group throughout the state. We have now only a handful of such p.r.-savvy individuals in the public library community, and the outcome, we hope, would be to increase that number exponentially.

Evaluating the outcomes of this project has been one of the most interesting things. We have the network of 17 "graduates" who will be measured as they complete the program; and as the ripple effect widens, we will also have this network of graduates keeping in touch with us, reporting on their successes within their local communities. (They are scheduled to come together for a long "evaluation session" in the spring of 2004.) These reports, plus the wider public sharing of information about Kentuckians benefiting from the project's ideas through our "KDLA @ your library" website (available to library directors and staff statewide), could mushroom into a series of helpful narratives about changes in skills, knowledge, attitudes and behavior. These would be the narrative reports of outcomes that might, in turn, influence other outcomes.

**Additional Project Outcomes (What are the data sources?)**

The data sources are the evaluations of the Institute participants, filled out after each session; the evaluations of the faculty (two at each of the first three institutes, with all faculty returning for the final session in November, 2003); and the evaluations of the KDLA staff monitoring the sessions - the project monitor and the director of field services.

**Anecdotal Info**

The evaluations which participants have filled out during the first three sessions are invaluable. (Numerical ratings of the sessions' objectives and the instructors' performances, as well as a "comment" section). Here are three typical comments from the third Institute session in September, 2003:

"Excellent sessions! Very useful presentations by all 3 speakers. Handouts used are very helpful and I am looking forward to the additional ones to be mailed. "Homework" assignments (project and individual) will be great experience. Thanks for all your work on this institute!"

"These sessions have been tremendously helpful. If there is the possibility of continuing this in the future, I think others will appreciate it."

"These sessions are the most beneficial meetings I attend. I get so many great ideas to take home to use."

**Exemplary Reason**

We believe that this program of Public Awareness Institute sessions is exemplary, and could be a model program on a national level. Officials at ALA headquarters have taken an interest in it, and we will (at the close of the final session in November), be writing an article about it for "American Libraries." It touches our library professionals and trustees directly in the sessions, but it is a touch designed to spur them on to touch others, achieving great progress in library advocacy.

# **LSTA ANNUAL PROJECT REPORT KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**

**FY2003**

**Project # 2B1a**

**Funds Awarded: \$3,532**

**Project Title: School and Public Library Subgrant - Allen County**

**KDLA Project Monitor: Suzanne Crowder**

**Number of Persons Served: 225**

**Congressional District Served: First**

## **SUBGRANT INFORMATION (if applicable)**

**Library Name: Allen County Public Library**

**Project Director: Martha Martin**

**Phone Number: 270-237-3861**

**Fax Number: 270-237-4095**

**Email: teacher@nctc.com**

**Library URL: www.allencountylibrary.com**

**Library Address: 106 West Main Street, Scottsville, KY 4216-1121**

## **LSTA Purpose**

**Services - People Having Difficulty Using Library**

### **State Goal**

☒ Strengthen management of systems/services needed to meet information needs

### **IMLS Primary Performance Category**

☒ Families and Children

### **IMLS Secondary Performance Category**

☒ Education

### **Primary Users**

☒ Children

### **Primary Service**

☒ Education related services for children and teens

**Start Date 10-01-02**

**End Date 09-30-03**

**Project Purpose**

Provide a partnership project between the local elementary school and the library to ultimately provide better access to information, knowledge and learning for youth. This project provided a drama troop which enable students to gain knowledge of several performing arts and gave them the opportunity to participate in the creation and production of puppet plays and musical drama.

**Project Activities/Methods**

The public library worked with the high school drama club to offer workshops for 5<sup>th</sup> grade students in the elements of Drama. All the children were given a questionnaire concerning their interest in Drama and activities were determined by their preference. Three puppet clubs were formed and the children wrote and performed their plays for the local Head Start, the Child Development Center and the Primary Center. The library grant director and school staff held auditions for the students to perform in a musical play, The Western Expedition. The children researched period dress and help designed costumes for the play.

**Project Outputs**

A total of 60 students out of 208 committed to performing in the puppet plays or the musical. Groups of 3 different "Puppet Clubs" wrote and performed in 3 different plays. 3 musical plays were performed involving over 200 children.

**Project Outcomes (What were the results?)**

The project gave the children a chance that was not offered in the community before. With school budget restrictions, it was impossible to offer elementary level drama and puppetry. Staff changes in the middle of the project did not allow the surveys that were planned to be completed before the end of the project. However, personal interviews with parents and teachers confirmed that this project did meet the goal of helping children increase their appreciation and understanding of the arts. All outcome targets were met.

**Additional Project Outcomes (What are the data sources?)**

Survey results have not been received at this time, however feedback from parents, children and the staff at the elementary school have indicated that this project met the goals anticipated. Many faculty and parents expressed approval of the project and noted that it was a real opportunity for the students. The children couldn't wait to get to practice. Their excitement and anticipation has been fantastic. Many parents have expressed their appreciation for this opportunity for their children.

**Anecdotal Info**

One parent commented that his daughter was painfully shy but performing in the musical has made a world of difference in her interaction with others.

The principal of the school has commented on the change of attitude of some of the students in play. They come up to him and say, "Are you coming to our play?" "I am so excited. Everyone will be surprised."

The school librarian related that this was a wonderful service for the children. She appreciated it so much because her scheduled is so stressful and full and therefore, she could not provide activities such as these for the children.

**Exemplary Reason**

This project could be considered exemplary because it provided a service that can not be found in many elementary schools. Test scores in the Arts and Humanities, especially in rural schools, are often low. Children have little opportunity to be exposed to cultural events. This project provided a venue to promote the arts that would not have been available otherwise.

# **LSTA ANNUAL PROJECT REPORT KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**

**FY2003**

**Project # 2B1b**

**Funds Awarded: \$4,336**

**Project Title: School and Public Library Subgrant - Boone County**

**KDLA Project Monitor: Suzanne Crowder**

**Number of Persons Served: 565**

**Congressional District Served: Fourth**

## **SUBGRANT INFORMATION (if applicable)**

**Library Name: Boone County Public Library**

**Project Director: Betsy Glick**

**Phone Number: 859-384-5550**

**Fax Number: 859-384-5557**

**Email: bglick@bcpl.org**

**Library URL: www.bcpl.org**

**Library Address: 8899 U.S. 42, Union KY 41091**

## **LSTA Purpose**

**Services for Lifelong Learning**

## **State Goal**

☒ Strengthen libraries as resources in meeting economic, educational, cultural, and recreational needs

## **IMLS Primary Performance Category**

☒ Tools for the future

## **IMLS Secondary Performance Category**

☒ Families and Children

## **Primary Users**

☒ Children

☒ People with special needs

## **Primary Service**

☒ Continuing education for public

☒ Marketing and promotion of library services

☒ Outreach services

**Start Date 10-1-02**

**End Date 9-30-03**

**Project Purpose**

The purpose of the project (A-PLUS, A Public Library Uniting with Schools) was to introduce local elementary school students to the public library in a friendly, non-threatening manner and on a more consistent basis in order for them to become more frequent users of the library. This would ideally bring about an increase in reading and study skills.

The project also sought to ensure that a higher percentage of the Florence Elementary School students and their families have a library card by the project end than had before the project. The goal of the project was an increase to 50% for the number of student/family cards by May 2003. Also, it was hoped that students would become more active users of the Boone County Library system and that a higher percentage (10%) would participate in the library's summer reading program.

**Project Activities/Methods**

Members of the library staff met with representatives of the school support staff during the formulation of the project to elicit their support. This began in September, with a meeting between Boone County Library staff and representatives of the school administration. Flyers promoting the activities of the project were subsequently sent home with the students in order to stimulate interest among the target population. Library personnel visited classrooms in the target area to promote library services and use among the students. The staff visited pre-school through 5<sup>th</sup> grade, and distributed materials to all students present. The students were issued library card applications to be taken home (these required parental/guardian signature).

A presentation was given at the local PTO meeting, with materials being distributed. A presentation was also given at the Florence Elementary Family Open House and an article about the program appeared in the Kentucky Post (a local newspaper).

The library continued the visits to the library by the school children, and the library staff made numerous visits to the school to promote the event. Stickers were presented to the students to represent library visits, and these could be used on posters displayed in the schools. A pizza party was also held for the classes which won the sticker contest (signified by having the largest number of students, on a percentage basis, to visit the library).

Events continued, with only one real disappointment. A NFL player with local connection was supposed to speak at an event, but was unable to due to an out-of-town engagement. Further, visits to the library were included as a normal part of the summer school program.

This program was designed to work with the normal summer reading program, becoming a part of the activities for the students involved.

**Project Outputs**

Before the program, a large majority of the 545 students affected did not utilize library services. The initial goal was to achieve a 10% participation in the summer reading program. As previous participation was more in the order of 2%, we feel that the 5% rise which was achieved was a credible performance. A total of 46 students completed the Summer Reading visits from the school. The majority of these participants completed the 6 hour goal, and a few neared the 9 hour mark. The school as a whole demonstrated a noticeable increase, with a 7% completion rate compared to last years 2.7% rate. The 2% rate had remained stable at this point for the proceeding three years.

**Project Outcomes (What were the results?)**

Students who participated in the program had a better understanding of the library, and an increase in their use and appreciation of the library services. The children became excited about coming to the library. Their enthusiasm was reflected in their state testing scores. In their CTBS (comprehensive Test of Basic Skills), the school increased from 56<sup>th</sup> percentile to the 65<sup>th</sup> percentile on their 2003 reading scores. They also earned the distinction of making the largest jump of any Northern Kentucky school on the state's school accountability scale.

Visits to the school by library personnel were conducted as planned, as were the class visits to the library. The program also produced some welcome publicity for the library in the local media, due to articles which appeared.

**Additional Project Outcomes (What are the data sources?)**

In surveys conducted by the library staff of teachers involved in the program, 100% of the instructors felt that the program increased the student's awareness of the library's services and programs. The teachers indicated that exposure to the library and books can only bring positive results. Over 90% of those responding felt that the program would lead to an increase utilization of these services, or were at least hopeful that it would. Further, 100% of those surveyed signified that they had noticed and increase in the reading skills (or at least interest) in the participating students.

**Anecdotal Info**

The actual words of the children provide the clearest picture of the impact that the program had on the children. A little girl in kindergarten said she couldn't wait to get home and tell her mother how easy it was to use the library. Students were heard to express new appreciation for the library. One little girl said, "I'm going to get a ticket to them library so I can go there all the time", another hugged a book to himself and said; "This is a perfect fit for me." Best of all, one little girl glanced at the children's collection and confided, "I dream about books at night."

**Exemplary Reason**

Children develop a desire to visit the library and see the exciting possibilities available for them at an early age. Unfortunately, many are never given that opportunity but this program reached the children through the partnership with the schools. It introduced books and library services not only to the children but also to their families. Children took their excitement for the library to their families and therefore brought more people into the library. The children increased their interest in reading and as a result, their scores on school tests improved. Because the children brought their parents to the library, the adults now have a new world of information services and possibilities open to them.

# **LSTA ANNUAL PROJECT REPORT KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**

**FY2003**

**Project # 2B1c**

**Funds Awarded: \$5,000**

**Project Title: School and Public Library Partnership Subgrant - Harlan County**

**KDLA Project Monitor: Carol Baughman**

**Number of Persons Served: 12,000**

**Congressional District Served: Fifth**

## **SUBGRANT INFORMATION (if applicable)**

**Library Name: Harlan County Public Library**

**Project Director: Richard Haynes**

**Phone Number: 606-573-5220**

**Fax Number: 606-573-5220**

**Email: libraryrich@yahoo.com**

**Library URL: http://harlanlibrary.state.ky.us/**

**Library Address: 107 North 3<sup>rd</sup> Street, Harlan, KY 40831**

## **LSTA Purpose**

**Services for Lifelong Learning**

## **State Goal**

☒ Strengthen libraries as resources in meeting economic, educational, cultural, and recreational needs

## **IMLS Primary Performance Category**

☒ Education

## **IMLS Secondary Performance Category**

☒ Tools for the future

## **Primary Users**

☒ Children

☒ Young adults and teens

## **Primary Service**

☒ Education related services for children and teens

☒ Outreach services

**Start Date 10/01/02**

**End Date 09/30/03**

**Project Purpose**

Provide artistic and technical support for the production of literature-based programming over local radio stations featuring students from area high schools to stimulate and promote interest in the performance arts and in reading and libraries.

**Project Activities/Methods**

Each school was tasked with developing three shows lasting 20 to 25 minutes per show. Each show contained 1 to 3 "stories" dependent on the length of each story. After several rehearsals with high school students from four schools, their program was aired on WFSR from the city of Harlan and WCPM of Cumberland. Eight plays and choral readings aired three times for a total of 24 weeks. After the final radio program taping was completed, a live program performance of selected radio shows took place at the Godbey Appalachian Center Theatre. During this production, a PowerPoint presentation of pictures taken during the course of the year was shown.

The names of the 12 plays and choral readings students successfully broadcast were: Snow White, The Cat in the Hat, Horton Hatches an Egg, Jack Tales, How the Grinch Stole Christmas, Jack and the Robbers, The Old Women's Bet, Casey at the Bat, Nursery Rhymes, Jack and the Beanstalk, The Three Billy Goats Gruff, and The Three Little Pigs.

One of the local teachers was able to incorporate this project into her class schedule and make it part of her graded project. She was able to complete several choral readings with her class and was an integral part in the entire project. Her students enjoyed hearing themselves on the air.

The project director met on several occasions throughout the year with six local school district officials and two radio station managers. 11X17 size posters to advertise the shows were ordered and posted around the county. Elementary school aged children were also directly targeted with letters from the library to parents and caregivers. Radio commercials advertising the show were widely broadcast at least one week prior to broadcast dates.

Due to the size of the participating groups, the issue of transportation, the small size of the recording booth at the radio stations, the library moved all recording activities from the radio stations to the high schools.

For its clarity and quality of recordings created by this technology, the library purchased the MiniDisc Recording system's microphones and minidisks. Students familiarized themselves with using the computer program called Cool Edit, also used by WFSR, to edit taped programs.

Copies of book titles used as the basis for radio story scripts were purchased and added to the library collection. These books were also prominently displayed along with the taped shows and made available to the public for circulation.

**Project Outputs**

Copies of book titles used as the basis for radio story scripts were purchased and added to the library collection. These books were also prominently displayed along with the taped shows and made available to the public for circulation.

There are now a collection of eight top quality Radio Theatre Shows, with copies of the stories and accompanying books, at every school and county library in Harlan County.

**Project Outcomes (What were the results?)**

The library was able to begin networking with area schools reaching far beyond just homework help. As a result of this project, there has been an increase in scheduling library visits by school teachers. To promote their services and programs, the Harlan County Public Library system traditionally relied on word-of-mouth, newspapers announcements, and short radio PSA spots. This project has allowed them to reach a wider range of the entire county population through radio broadcasting.

During the 24 week period, every show contained information about other library services. Every show entertained a larger audience than any library program the library had been able to offer. Every show allowed the library to reach families who may have never used the library before. Every show helped reach the students who participated in the project. In total, the library has made a very positive impact on potentially thousands of Harlan County residents.

**Additional Project Outcomes (What are the data sources?)**

There has been a visible increase in the number attending storyhour programs and the Special Teen Read Week Poetry Reading. Teens attending the Poetry Reading indicated that they had heard about the program from the project director's visit to area schools while working on this project.

The library plans to move forward with a similar type of program, but hosted on the library's website and featuring special talents of area students.

Every student who took part in the program learned more about dramatic arts and radio production. Through practice, students improved script reading and writing, voice projection and public speaking.

**Anecdotal Info**

'John' was one of the most rebellious kids at the library. He never wanted to participate in either library or school activities. Somehow, something caused him to want to be a part of Readers Radio Theatre. He read the parts of the Ugly Troll and the Big Bad Wolf for the Harlan show and has since taken part in other library programs including the library's Poetry Slam during Teen Read Week where he read his 8 page epic poem. John used to hang out at the library because he had nowhere to go, but he is now a strong library supporter.

'Joe' was always a quiet, soft-spoken regular after-school patron at the library. He did not participate in programs, but was always at the library until closing time. It was a surprise for staff when he volunteered to be a part of Readers Radio Theatre. One day, his mother called the library to thank everyone for letting him be a part of the show. On another occasion, she called to see if the library would please reschedule the recording session because her car was in the shop and she was unable to bring him. Today, Joe is another student who is a newfound friend and supporter of the library.

**Exemplary Reason**

The grant author definitely encourages other libraries to take on this kind of project. The end results were better than expected and after having seen the students have so much fun in addition to hearing their talents on air was definitely worth the trouble. When added to the fact that the library was heavily promoted in a medium that reached potential users in a unique and different way, the author has to conclude that any similar project that reaches a library's potential user base is definitely worth the time to try.

**LSTA ANNUAL PROJECT REPORT  
KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**

**FY2003**

**Project # 2B1d**

**Funds Awarded: \$2,124**

**Project Title: School and Public Library Partnership Subgrant- Meade County**

**KDLA Project Monitor: Suzanne Crowder**

**Number of Persons Served: 94**

**Congressional District Served: Second**

**SUBGRANT INFORMATION (if applicable)**

**Library Name: Meade County Public Library**

**Project Director: James Mitchell**

**Phone Number: 270-422-2094**

**Fax Number: 270-422-3133**

**Email: rimbaud29@netscape.net**

**Library URL: www.meadereads.org/**

**Library Address: 400 Library Place, Brandenburg, KY 401108-1045**

**LSTA Purpose**

**Services - People Having Difficulty Using Library**

**State Goal**

☒ Strengthen management of systems/services needed to meet information needs

**IMLS Primary Performance Category**

☒ Education

**IMLS Secondary Performance Category**

☒ Families and Children

**Primary Users**

☒ Children

**Primary Service**

☒ Education related services for children and teens

**Start Date 10-01-02**

**End Date 9-30-03**

**Project Purpose**

To provide high school students the opportunity to meet and learn techniques from professional artists while becoming more aware of art resources available in the library.

**Project Activities/Methods**

After learning of county wide low scores in Arts and Humanities, the public library looked for ways to assist the students. With input from the public school art teacher, librarians set high school art classes as a target group for the project. Staff looked for subject matter not traditionally taught as well as something that would be appealing to the students. Workshops concerning illustration and anime were chosen as the primary focus of the project. Students were made aware of the resources available at the library. They were also given the opportunity to meet and learn techniques from a professional artist. One program was provided at the school and one at the library. Students were given a tour of the library.

**Project Outputs**

Two programs were provided for the students. 100% of the students attending the second workshop who were not already library users signed up for library cards. A total of forty eight Young Adults received new library cards and have been regular library users since receiving the card.

**Project Outcomes (What were the results?)**

This project helped over eighty young adults learn drawing techniques as well as information on how to make it in the art world. It also exposed them to the numerous library resources that can further their skills and knowledge of the art world. Students were extremely interested in the presentation of the professional artist and had many questions that the artist was able to answer for them. It was anticipated that the students would produce artwork of their own to post on the library's web site however, no artwork was submitted. While they were excited and did produce artwork they were perhaps too insecure to submit any for posting. This will be actively encouraged in the future.

**Additional Project Outcomes (What are the data sources?)**

Surveys were distributed to students and returned through the art teacher. Every survey indicated that the workshop was a valuable learning experience. The high school art teacher stated that she has seen a much higher interest in many of her art students.

**Anecdotal Info**

Two of the students informed the art teacher that they have bought oil sets after hearing the professional art teacher speak about the benefits of oil. Students are using the library and have actually informed the librarians that they love the programs and will do what ever is necessary including begging to come to the next program. On the surveys, some responses included; "I learned a lot and had a good time." "I learned how to draw anime the right way!" "I really liked the workshop because I learned some new techniques."

**Exemplary Reason**

The exemplary part of the project was the opportunity it gave to bring a professional artist to the local students. It gave the young adults exposure to an interest and an area for personal growth that might not have been available to them otherwise. They were able to learn drawing techniques as well as gaining information on how to make it in the art world opening up the door for a possible career.

# **LSTA ANNUAL PROJECT REPORT KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**

**FY2003**

**Project # 2C1**

**Funds Awarded: \$74,300**

**Project Title: LSTA ADMINISTRATION**

**KDLA Project Monitor: Diane Poole**

**Number of Persons Served: 0**

**Congressional District Served: Statewide**

**SUBGRANT INFORMATION (if applicable)**

**Library Name: \_\_\_\_\_**

**Project Director: \_\_\_\_\_**

**Phone Number: \_\_\_\_\_**

**Fax Number: \_\_\_\_\_**

**Email: \_\_\_\_\_**

**Library URL: \_\_\_\_\_**

**Library Address: \_\_\_\_\_**

**LSTA Purpose**

**Library Technology, Connectivity and Services**

**State Goal**

☒ Strengthen management of systems/services needed to meet information needs

**IMLS Primary Performance Category**

☒ Access

**IMLS Secondary Performance Category**

☒ Tools for the future

**Primary Users**

☒ Library staff

☒ Statewide public

**Primary Service (choose at least one but not more than three)**

☒ Information access and services

☒ Other (be specific) Library Development

☒ Staff development, education and training

**Start Date 10-01-02**

**End Date 9-30-03**

**Project Purpose**

To administer the Library Services and Technology Act funds and to provide support and assistance for library staff to use funding to effectively enhance library and information services to the citizens of the Commonwealth.

**Project Activities/Methods**

This project provides support for the management and administration of the State Plan under the Library Services and Technology Act by providing staff to efficiently, economically and effectively administer and supervise programs under the Act. Funding also supports the activities of the State Advisory Council on Libraries which provides technical assistance and advice on State Plan direction and evaluation of LSTA funded activities. The state library complies with the Federal share and maintenance of effort levels described in SEC.223 of the Library Services and Technology Act and does not use more than 4% of its allotted funds on administrative cost for this program. Administrative funds are used to support operating expenses and staff positions to sufficiently administer the statewide program; State Advisory council activities; and statewide planning and evaluation.

**Project Outputs**

KDLA administered 16 KDLA based statewide projects and thirty five subgrants. Administrative funds are used to support operating expenses and staff to sufficiently administer the statewide program; State Advisory council activities; and statewide planning and evaluation.

# **LSTA ANNUAL PROJECT REPORT**

## **KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**

**FY2003**

**Project # 3A1**

**Funds Awarded: \$142,300**

**Project Title: Children and Young Adult**

**KDLA Project Monitor: Carol Baughman**

**Number of Persons Served: 702,756**

**Congressional District Served: Statewide**

### **SUBGRANT INFORMATION (if applicable)**

**Library Name: \_\_\_\_\_**

**Project Director: \_\_\_\_\_**

**Phone Number: \_\_\_\_\_**

**Fax Number: \_\_\_\_\_**

**Email: \_\_\_\_\_**

**Library URL: \_\_\_\_\_**

**Library Address: \_\_\_\_\_**

### **LSTA Purpose**

**Services for Lifelong Learning**

### **State Goal**

☒ Strengthen libraries as resources in meeting economic, educational, cultural, and recreational needs

### **IMLS Primary Performance Category**

☒ Families and Children

### **IMLS Secondary Performance Category**

☒ Education

### **Primary Users**

☒ Children

☒ Library staff

☒ Young adults and teens

### **Primary Service**

☒ Education related services for children and teens

☒ Intergenerational services

☒ Staff development, education and training

**Start Date 10-01-02**

**End Date 9-30-03**

**Project Purpose**

To support and promote the planning, expansion, and maintenance of public library services and programs for children and young adults.

**Project Activities/Methods**

The State Library employed two children's and youth service consultants and provided budgetary and secretarial support for their office. In late July, one of the consultants resigned. Due to a statewide hiring freeze, the State Library has not been able to hire another consultant.

The consultants planned and executed the annual spring summer reading program. They also coordinated and executed all elements of the summer reading program called "Reading Expedition" themed after Lewis and Clark's 100 year anniversary. A Summer Reading Programming Supplementary Manual manual of cliparts and program suggestions was created by a committee of talented and hard working public library staff under the direction of the consultants.

KYAC, the online discussion group for children's and young adult librarians continued to be a useful tool to library staff as they shared their viewpoints, concerns, and questions with colleagues across the state.

An electronic bibliography of recommended resources was created and posted on the State Library's website in an attempt to support the work of children's and young adult librarians. This list called "Picks for Public Libraries" was updated on a quarterly basis. A book exhibit corresponding to the electronic list was shipped to regional consultants, to children's services cooperatives, to local public libraries, and to other organizations of librarians upon request.

Work progressed in high gear as the consultant coordinated the production of the Kentucky Educational Television video to promote the statewide summer reading program.

Program announcement and promotional materials were distributed statewide. The consultant planned and executed the event after which follow-up details were in full gear. Evaluations were compiled and web pages to enhance public libraries' summer activities were posted.

**Project Outputs**

120 attended the annual Summer Reading Workshop held over a three day period. There were 190 children/youth librarians, directors, and others in attendance from all parts of the state who attended the annual spring reading program.

Eleven public librarians and one consultant attended the 35th annual McConnell Literature Conference sponsored by the University of Kentucky School of Library and information Science. The theme was 'Challenges and Choices: Books for Youth in a Changing World'.

Seven subgrants focusing on school/library partnerships and early childhood activities for public libraries were monitored.

One of the consultants conducted regional workshops around the state for staff doing library outreach on and off the bookmobile.

**Project Outcomes (What were the results?)**

As a result of training, consultation, and assistance offered in the form of exhibits, consultations, subgrant awards, technical support, and training public librarians serving Kentucky's children are better informed on quality services to children and young adults. They have grown to be more confident, better educated and effective in their work. Public library trustees are more aware of the importance of services to children. There has been an elevated level of public library resource usage among children, young adults, their families, teachers, and caregivers.

For the first time in the history of statewide Summer Reading programs the number of participants exceeded the 100,000 mark, regardless of the number of unfortunate circumstances and events our statewide consultants were faced with.

**Additional Project Outcomes (What are the data sources?)**

In addition to collecting statistical information, written evaluation forms completed by participants on all training events, conferences, and summer reading programs requested narrative comments. In the past, many of these kinds of comments have included requests for programs to give librarians craft idea. Increasingly they are asking for training of more substance - literature, developmentally appropriate programming, planning, policy issues, etc. State Library consultants believe these requests demonstrate a deeper awareness of the issues of librarianship and desire to respond less superficially to the needs of children.

**Anecdotal Info**

"Listening to everyone's stories about their bookmobile was what I found most useful. I was glad to hear that other people have similar concerns, problems as mine."

"I would definitely add more Native American activities in my summer reading program. Before this workshop I was too nervous about offending or misrepresenting the culture. This workshop provided great ideas and suggestions – THANK YOU!"

"I am really new to this. I was trained as a teacher and pleased to see all these resources given to our communities. I am looking forward to summer reading!"

"I feel like I now have a lot more material to work with in terms of understanding how the program works and more details of the theme, and am really excited about craft ideas and incorporating the bookmobile into the program in various ways."

"There were a lot of really good ideas that I am going to use as a result of the Swap Shop and round table discussions – I feel very excited and can't wait to start."

# **LSTA ANNUAL PROJECT REPORT KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**

**FY2003**

**Project # 3A2**

**Funds Awarded: \$15,000**

**Project Title: Summer Reading Promotion**

**KDLA Project Monitor: Susanne Crowder**

**Number of Persons Served: 25,000**

**Congressional District Served: Sixth**

## **SUBGRANT INFORMATION (if applicable)**

**Library Name: Kentucky Educational Television Foundation**

**Project Director: Sharon Bennett**

**Phone Number: 859-258-7143**

**Fax Number: 859-258-7390**

**Email: sbennett@ket.org**

**Library URL: www.ket.org**

**Library Address: 600 Cooper Drive, Lexington, KY 40502-2296**

## **LSTA Purpose**

**Services for Lifelong Learning**

## **State Goal**

☒ Strengthen libraries as resources in meeting economic, educational, cultural, and recreational needs

## **IMLS Primary Performance Category**

☒ Education

## **IMLS Secondary Performance Category**

☒ Tools for the future

## **Primary Users**

☒ Children

☒ Pre-school children

☒ Young adults and teens

## **Primary Service**

☒ Education related services for children and teens

☒ Literacy programs

☒ Outreach services

**Start Date 10-01-02**

**End Date 09-30-03**

**Project Purpose**

For the Kentucky Educational Television Foundation to produce summer reading promotional materials for use with Kentucky's public libraries and schools in order encourage children to attend the 2003 summer reading programs conducted statewide and improve their reading abilities.

**Project Activities/Methods**

During the early part of the project year, the theme and concept for a short video piece promoting summer reading to students in grades three to five was developed. The production team at Kentucky Educational Television (KET) met three times during the first quarter to formulate a workable plan. Once the project became more clearly defined, KET identified an independent producer to provide some of the production services for this project and submitted a modified budget to the State Library for approval.

After KET did the casting, production, editing and mastering of the program, work on this project was finally completed during the second quarter of the fiscal year. The final product was a four minute video promotion piece entitled, "Hot Fun in the Summertime!".

The video was televised statewide on KET's Star Channels available at all public libraries and schools.

**Project Outputs**

Funds for this project were expended for production services, on-camera talent, animation/graphics, casting, and makeup / wardrobe services.

Libraries across the state used the video to help promote summer reading at local elementary and middle schools. Some made extra copies of the video and gave it to teachers to use in their school. Some set up a TV in the children's area and played it over and over after school when they had higher traffic in the library. Others showed the video when whole classes came to the library at the end of the year. And of course, there were the libraries whose staff showed the movie to the children during their regular school visits.

**Project Outcomes (What were the results?)**

The most significant result was the visible increase in the number enrolled at the 2003 summer reading programs statewide. For the first time in the history of the state's summer reading program enrollment went over the 100,000 mark.

Plans have been made to encourage librarians to reuse the video for promoting summer reading 2004. There will be some training for that at the summer reading workshops in spring.

**Additional Project Outcomes (What are the data sources?)**

This video was a remarkable time saver to short staffed libraries whose attempt to promote summer reading program at all their schools, but are often bound by time limits and constraints from other job duties.

Several libraries across the state reported an unmistakable and marked increase in the number of children enrolled at their summer reading programs. Some libraries were able to double their enrollment from the previous year. Some libraries reported an unusually higher rate of circulation among youth and adults during the summer months.

**Anecdotal Info**

I loved the video. If we receive one for next year, I plan to use it even more for advertising.

The quality of the video was excellent.

I think the video must have been viewed in the schools because our enrollemnt this year almost doubled. The video was a big time saver. I spend a whole day just talking to one school's fourth grade classes about the summer reading program. I do think the video improved our summer reading promotion.

The video was great. Children at the schools I showed the movie to really enjoyed it. They were excited about coming to the library in the summer time. Yes, I believe it improved my attendance this year for summer reading program and also for the children coming to the library to check out books. it was great!!

The video was excellent!! Great quality. Yes, I think it made a difference as our enrollment was up... It was a professionally made piece and it showed. Thanks.

We really enjoyed the video. It was impossible for me to show it to all the classes at school. So, I used it when the classes came to the library at the end of the year. We do not have a local TV station. The children were very receptive and it was a great promotional tool.

I showed the movie to the children at school and they really enjoyed it. Also, I believe it helped with my attendance for the summer reading program and the the summer months circulation. We have had a lot of children to use the library this summer. I believe the video helped a lot.

# **LSTA ANNUAL PROJECT REPORT KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**

**FY2003**

**Project # 3B1a**

**Funds Awarded: \$2,220**

**Project Title: Early Childhood Development Subgrant - Paris-Bourbon County**

**KDLA Project Monitor: Carol Baughman**

**Number of Persons Served: 56**

**Congressional District Served: Sixth**

## **SUBGRANT INFORMATION (if applicable)**

**Library Name: Paris - Bourbon County Public Library**

**Project Director: Beula Fraley**

**Phone Number: 859-987-4419**

**Fax Number: 859-987-2421**

**Email: bfraley@bourbonlibrary.org**

**Library URL: http://bourbonlibrary.org/**

**Library Address: 701 High Street, Paris, KY 40361**

## **LSTA Purpose**

**Services for Lifelong Learning**

## **State Goal**

☒ Strengthen libraries as resources in meeting economic, educational, cultural, and recreational needs

## **IMLS Primary Performance Category**

☒ Education

## **IMLS Secondary Performance Category**

☒ Tools for the future

☒ Families and Children

## **Primary Users**

☒ Library staff

☒ Pre-school children

## **Primary Service**

☒ Literacy programs

☒ Outreach services

☒ Training for the public

**Start Date 10-01-02**

**End Date 09-30-03**

**Project Purpose**

Provided training and continuing education for parents and caregivers, day care owners and workers, teachers, and librarians by engaging the services of an early childhood specialist to present a workshop to encourage and promote parent/child activities, library services and early childhood education.

**Project Activities/Methods**

A nationally known author and expert on brain research in relationship to early literacy, presented research findings to child care professionals, parents, and teachers. She emphasized the positive implications for sharing books and music with infants and toddlers. The library worked in cooperation with the Bourbon County Preschool Headstart and the county's Early Childhood Council in planning, publicizing and facilitating the workshop.

**Project Outputs**

Fifty six childcare professionals, library staff, school personnel, and parents attended the workshop entitled "Raising Literate Children Begins at Birth," presented at the Bourbon County Schools Headstart Center by a nationally known expert on early childhood and brain development.

Each workshop participant received a copy of "40 Ways to Sneak in Reading Experiences with Your Child."

**Project Outcomes (What were the results?)**

The library's outreach services staff are now conscientiously making an effort to reflecting what they learned at the workshop in their selection of appropriate materials and in their programming. Eager to develop more toddler programs, library staff are planning a series of lapsit programs.

One of the benefits of the project included the passionate interest and the spirit of cooperation and concern that was developed within the Early Childhood Council.

**Additional Project Outcomes (What are the data sources?)**

All fifty six participants completed an evaluation form. Their comments are listed below in the anecdotal section. The workshop was a wonderful opportunity for teachers, librarians, parents, foster parents and day care workers to work together in sharing the same dedication they have for early childhood care and education.

**Anecdotal Info**

"I learned new ways to tell a story."

"I will be using the handouts and plan to purchase some of the books."

"This was hands-on and too the point - something we need more of."

All the evaluations reflected positive comments, remarking that the experience would be practical and useful in classroom situations. One teacher said she was anxious to get back to her classroom and use some of the ideas she gleaned at the workshop.

# **LSTA ANNUAL PROJECT REPORT KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**

**FY2003**

**Project # 3B1b**

**Funds Awarded: \$5,173**

**Project Title: Early Childhood Development Subgrant - Hopkinsville-Christian County**

**KDLA Project Monitor: Carol Baughman**

**Number of Persons Served: 10**

**Congressional District Served: First**

## **SUBGRANT INFORMATION (if applicable)**

**Library Name: Hopkinsville-Christian County Public Library**

**Project Director: Julie Antee**

**Phone Number: 270-887-4263**

**Fax Number: 270-887-4264**

**Email: julieantee@hotmail.com**

**Library URL: NA**

**Library Address: 1101 Bethel Street, Hopkinsville, KY 42240**

## **LSTA Purpose**

**Services for Lifelong Learning**

## **State Goal**

☒ Strengthen libraries as resources in meeting economic, educational, cultural, and recreational needs

## **IMLS Primary Performance Category**

☒ Families and Children

## **IMLS Secondary Performance Category**

☒ Tools for the future

## **Primary Users**

☒ Adults

☒ Pre-school children

## **Primary Service**

☒ Education related services for children and teens

☒ Intergenerational services

**Start Date 10-01-02**

**End Date 09-30-03**

**Project Purpose**

To introduce infants and toddlers to early reading experiences while caregivers learn healthy ways to interact with, and entertain children.

**Project Activities/Methods**

Children who are read to at an early age tend to be more imaginative, creative, develop interests, improve self-concept, arouse curiosity and understand and express their own emotions. The census report indicated a high percentage of adults in the county operate between a literacy level of 1 and 2 and that the number of children born to mother with less than 12 years of school is 21.7%. This project provided two story hours per week for infants, toddlers and their parents or caregivers focusing on child/adult participation in reading activities. A monthly story hour was provided aimed at instructing parents on choosing library materials and reading to children. Special materials for the children's area, puppets, audio-visual materials and books were purchased. As the infants and toddlers learned a new song or rhyme, another one was being introduced several weeks later.

The local newspaper provided all publicity, ads and articles free of charge. Flyers were printed and distributed countywide.

**Project Outputs**

Programs continued throughout the project year averaging anywhere from 3-5 infants at each activity time. Later during the fiscal year, attendance increased to an average of 7-9 infants/toddlers.

**Project Outcomes (What were the results?)**

The toddlers found their own favorite songs and rhymes and responded differently, but they were taking cues from one another. In time, one toddler who was very shy, gained the confidence and love of staff.

Parents and caregivers are more aware of other children's and adult services and materials available at the library. Mothers who attended the programs with their toddlers started coming to the library to use other services such as emailing family, friends and those who had been deployed to Iraq.

Parents and caregivers are now more aware of the importance of reading to children at a very young age. The parents who participated have become educated in choosing age appropriate materials for their children and in reading to them more frequently.

**Additional Project Outcomes (What are the data sources?)**

Library staff has become more aware of the needs of young parents and their children. At one time the library catered to only preschoolers, but things have changed now with a special corner for infants and toddlers at the library. The babies interact well together and seem to take their cues from each other.

**Anecdotal Info**

From the project director: Several participants were extremely shy. They now come to the library with smiles and hugs. One little girl will even lead the singing.

Kaitlyn, an extremely shy only child, missed a session because she was sick. Later in the week, her mother had to bring her to the library because she wanted to sing the exercise song Head and Shoulder, Knees and Toes. The project director stopped what she was doing and in the middle of the library she and the child sang and did their "exercise". This child now helps lead the singing.

# **LSTA ANNUAL PROJECT REPORT KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**

**FY2003**

**Project # 3B1c**

**Funds Awarded: \$7,973**

**Project Title: Early Childhood Development Subgrant - Hart County**

**KDLA Project Monitor: Carol Baughman**

**Number of Persons Served: 220**

**Congressional District Served: Second**

## **SUBGRANT INFORMATION (if applicable)**

**Library Name: Hart County Public Library**

**Project Director: Vicki Logsdon**

**Phone Number: 270-524-1953**

**Fax Number: 270-524-7323**

**Email: hcpl@scrte.com**

**Library URL: http://www.hartcountypubliclibrary.org/**

**Library Address: 500 East Union St., P.O.Box 337, Munfordville, KY 42765**

## **LSTA Purpose**

**Services for Lifelong Learning**

### **State Goal**

☒ Strengthen libraries as resources in meeting economic, educational, cultural, and recreational needs

### **IMLS Primary Performance Category**

☒ Families and Children

### **IMLS Secondary Performance Category**

☒ Tools for the future

### **Primary Users**

☒ Adults

☒ Pre-school children

### **Primary Service**

☒ Intergenerational services

☒ Literacy programs

☒ Staff development, education and training

**Start Date 10-01-02**

**End Date 09-30-03**

**Project Purpose**

To introduce parents and children to materials available at the library by providing programs designed to instill an early love of reading and to make the library an integral part of the young child's life.

**Project Activities/Methods**

Monthly 'Mom and Me@ the Library' lap sit programs were provided to introduce parents and children to materials at the library and demonstrate storytelling, songs and fingerplays. Puppet shows, baby music programs and other programming was offered at local daycare centers. Pictures of each event were posted on the web site at [hartcountypubliclibrary.org](http://hartcountypubliclibrary.org)

Lap-sit kits were assembled to be checked out by the parents of children ages birth to 3. The kits contained a book on parenting, a parenting magazine, a video tape for parents, 2 audio tapes for children, a variety of board, vinyl, and other age appropriate books. A bibliography of the recommended age appropriate books available at library was also provided.

The library formed a partnership with the health department and the local medical center to provide the information for the lap-sit kits. The partnerships also allowed the library to provide an expectant mothers class. The lap-sit kits continue to rotate on a regular basis among day care centers. Programming and kits help serve as a supplement to daycare curriculums and basic skills training.

A lap sit programming area was added to the library. An alphabet rug, caterpillar floor cushion, tunnel, rocking chair, gross motor equipment, small tables and chairs, and developmental toys were purchased to complete the area.

**Project Outputs**

20 programs were offered at two local daycare centers for a total of 40 presentations. Monthly programs were provided at the library. Attendance ranged from 4 to 30 toddlers per program. 10 lapsit kits were put together and made available for inhouse use and for checkout by local day care centers. Brochures like Born to Read, Keys to Great Parenting and No Child Left Behind were in heavy demand and will continue to be distributed.

**Project Outcomes (What were the results?)**

The library now has an area dedicated to lapsit programming. The project helped establish a more solid relationship with the local daycares. The Library developed new partnership with community agencies like Family Medical Center, the Health Department, the Extension Agency, Family Resources Center, Family Literacy, Social Services and Community Action. The library was able to create a love of reading in many toddlers. In addition to becoming regular library users, toddlers and their parents now look forward to coming to the library for programs. The library helped foster a better understanding of the importance of reading to children, regardless of age. Many families who had not been to the library now have library cards. Several Dads are now regular patrons and feel more comfortable attending programs with their toddlers and children.

**Additional Project Outcomes (What are the data sources?)**

Interviews and polls were conducted with all participants. While 100% of parents interviewed at the beginning of the program reported reading to their toddler at least once or twice a week, 80% say that they have now started to read to their child every night. 100% of program attendees now have library cards. 94% of participants reported that the programs encouraged them to read more to their children, provided information they use in parenting, and helped them learn fun, age appropriate activities to do with their children.

100% of participants strongly support continuing the program for increasing the child's developmental knowledge, for advancing / strengthening parenting skills, and for increasing awareness of the importance of early literacy development.

Library staff have observed that people from the housing project have become regular users. They have also noticed that there is an increase in parenting self esteem; an improvement in children's behavior and an increased participation in games and activities by the children.

Parents listed the following benefits of the program:

Their children have improved language skills and will be more ready for school.

Parents said they loved the demonstration and use of age appropriate toys they saw and played with.

Parents learned some home teaching skills, plus games and fingerplays their child could play at home.

They loved being involved in the activities with their children.

Parents became aware of the importance of the first 3 years for developing the child's capacity to learn.

Programs improved the child's attention span and willingness to socialize with other children.

### **Anecdotal Info**

Summary of comments from evaluations:

- Children learn to play and get along with other children.
- My child is willing to participate in more activities each time she come to the library.
- Child has learned to share
- Child is not bashful

Summary of comments from interviews;

- Madison is now asking to be read to at home.
- She wants to do fingerplays at home that were learned at toddler time.
- I am reading more to children at home.
- Carla is able to stick to a project or book to the finish now.
- He will take a book instead of a toy with him when we go somewhere
- I heard Haley pushing a little spide on the floor and singing Itsy Bitsy Spider
- Kaitlyn adapts to routines better.
- I knew it was important to read to babies, but I realize what a real difference it can make in their development now.
- The programs at the library are much better than some of the things we have to pay to take him to other places.
- Her language skills have improved.
- I can not imagine not coming to the library.

### **Exemplary Reason**

The library stated that they would encourage any library that does not have toddler programming to offer it. They were pleasantly surprised by the large turnouts and the positive feedback from the programs, both at the library and at the daycare centers. In addition to the regular library users resulting from the programs and the good PR going out in the community, there are also many benefits to the individual children and their families. This project was a WIN-WIN project in every way. The library states that they have files of great programming ideas to share with other interested libraries.

# **LSTA ANNUAL PROJECT REPORT KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**

**FY2003**

**Project # 4A1a**

**Funds Awarded: \$3,980**

**Project Title: Data Projector Project--Bell County Public Library**

**KDLA Project Monitor: Charlene Davis**

**Number of Persons Served: 29,873**

**Congressional District Served: Fifth**

## **SUBGRANT INFORMATION (if applicable)**

**Library Name: Bell County Public Library**

**Project Director: Ron Day**

**Phone Number: 606-337-3422**

**Fax Number: \_\_\_\_\_**

**Email: pinevillelib@tcnet.net**

**Library URL: http://www.tcnet.net/~pinevillelib/**

**Library Address: Tennessee Ave & Walnut St./ P.O. Box 1490, Pineville, KY 40977-1490**

## **LSTA Purpose**

**Services for Lifelong Learning**

## **State Goal**

☒ Strengthen libraries as resources in meeting economic, educational, cultural, and recreational needs

## **IMLS Primary Performance Category**

☒ Education

## **IMLS Secondary Performance Category**

☒ Tools for the future

## **Primary Users**

☒ Adults

☒ Children

☒ Library staff

## **Primary Service**

☒ Continuing education for public

☒ Information access and services

☒ Staff development, education and training

**Start Date 5-01-03**

**End Date 9-30-03**

**Project Purpose**

To provide equipment sets that include any of these component parts: data projector, amplifier, speakers, wireless microphone, laptop computer, software which will be used to provide training, presentations and video/DVD programs in the local library and community at large.

**Project Activities/Methods**

By means of several face to face meetings and e-mail communications with the Regional Librarians and the State Librarian and Commissioner, the intent of the grant has remained the same but the method of deployment has altered significantly. These activities have taken some time and progress on this project has been delayed. Because this project was developed and accepted far in advance of implementation, we were unable to address the impacting issues surrounding this project at that time. As the reports from the initial year came in several things became apparent. There were low adoption levels. However, those who had used the equipment successfully were extraordinary users. These individuals and libraries were extremely creative in their uses and very enthusiastic about the potential of this equipment. It also became apparent that the equipment configuration which had been provided initially and was proposed to be continued in this project was woefully inadequate to meet the needs. Laptops were mentioned immediately as being necessary in this configuration. When this project started, public performance rights DVDs were unheard of. As time has marched forward, these are now on board. VCRs and DVD players are either broken or non-existent at many libraries. Even basic equipment like screens and AV carts are needed. The regional staff continued to decline in numbers so that it was impossible for those remaining to foster this project with much success. As state funding has dwindled and the public libraries have been negatively impacted by basic funding reduction, it became difficult to proceed with the initial 50/50 matching grant. In frank discussions, the remaining regional staff indicated a willingness to move one of the two units in their offices to a public library in their region. This action would allow the equipment to be more accessible throughout these large geographic regions. A two phase approach was drafted and taken to the regional staff. After their review and the State Librarian and Commissioner's input and approval, the plan was accepted. During the first phase which covered this year, the regional librarians nominated a library in their region to accept one unit from their office and to receive the offer of a non-competitive grant to fill in with whatever equipment they felt would help meet the needs of their communities and their colleagues who are close to them. During this reporting time period, the regional librarians did submit their nominees. Five of them were contacted and when it became apparent that the process would be lengthy, it was decided with input from the grants and contract office that the remainder would move into the next year. One of the five did not complete the agreement process within the year and had to be moved to 2004. Of the four remaining, it was difficult to accomplish too much because of time constraints. The staff shortage in the Division has impacted the Director's ability to work on this project in a timely manner.

Bell County Public Library purchased a significant amount of equipment to supplement the data projector configuration from the regional office with their grant funds: laptop, VCR/DVD, secure storage cabinet, projection screen, and wireless routers. Although not in the written report, the project manager told me over the phone that this project had been delayed on their end because he had an emergency that had taken him from his work for quite some time during this reporting period. Subsequently, this project is not as far along as everyone would have hoped. Their wireless network hasn't been installed yet. One administrative area that seems to be problematic for them revolves around circulation/use policy particular to the region. The cost of the equipment seems to have caused some concern along with the fact that the data projection configuration is still the property of KDLA and the other equipment is that of Bell County Public Library. The directors in that region are working this out as a group. This has not stopped use, however. The data projector was used at Bell for two programs and it went to two other libraries in the region for extended periods of time. Staff still needs to be trained.

**Project Outputs**

Bell County Public Library made progress toward meeting their goals for this project. They purchased all of the equipment although some of it was quite late in arriving and their wireless network has not yet been installed. Training for the Bell staff as well as the librarians in the region is planned. Needless to say, they did not hit the target outputs. However, they have utilized the equipment and have lent it to libraries in their region. This project is unique in that they are installing a wireless network. This will give them the freedom to provide training and utilize equipment anywhere in their facility and minimize interruption of public access to computers. We will be able to refer other libraries to Bell for practical advice on this technology. Formulating circulation/use policy on a regional basis is an interesting concept. This administrative approach will also be of interest to other regions. Had this project been on target timeframe and the project manager available, this library would have met and more than likely exceeded the target outputs.

**Project Outcomes (What were the results?)**

Though the project is barely out of the gates, there have been persons borrow the equipment who not previously library customers, and when staff in the region have had use of the equipment, they have not only used it for programming in house, but lent it to community organizations, among whom - surely, there are persons without library cards.

**Additional Project Outcomes (What are the data sources?)**

The project is too new for the library to have had time to develop feedbackforms. Once all the project is in full swing, the library will include a feedback form with the equipment when it is checked out.

As for the impact on the staff,...with few exceptions, currently the DP project equipment is "all that stuff locked in the cabinet in the office." Soon, they will be trained and will treat it like a slide projector or Harlequin romance novel: something to serve our patrons.

# **LSTA ANNUAL PROJECT REPORT KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**

**FY2003**

**Project # 4A1b**

**Funds Awarded: \$4,917**

**Project Title: Data Projector Project--Nelson County Public Library**

**KDLA Project Monitor: Charlene Davis**

**Number of Persons Served: 12,640**

**Congressional District Served: Second**

## **SUBGRANT INFORMATION (if applicable)**

**Library Name: Nelson County Public Library**

**Project Director: Carol Gritton**

**Phone Number: 502-348-3714**

**Fax Number: \_\_\_\_\_**

**Email: carol.gritton@mail.state.ky.us**

**Library URL: www.nelsoncopublib.org**

**Library Address: 90 Court Square, Bardstown, KY 40004**

## **LSTA Purpose**

**Services for Lifelong Learning**

## **State Goal**

☒ Strengthen libraries as resources in meeting economic, educational, cultural, and recreational needs

## **IMLS Primary Performance Category**

☒ Education

## **IMLS Secondary Performance Category**

☒ Tools for the future

## **Primary Users**

☒ Adults

☒ Children

☒ Library staff

## **Primary Service**

☒ Continuing education for public

☒ Information access and services

☒ Staff development, education and training

**Start Date 5-01-03**

**End Date 9-30-03**

**Project Purpose**

To provide equipment sets that include any of these component parts: data projector, amplifier, speakers, wireless microphone, laptop computer, software which will be used to provide training, presentations and video/DVD programs in the local library and community at large.

**Project Activities/Methods**

Nelson County Public Library purchased a significant amount of equipment to supplement the data projection configuration from the regional office with their grant funds: laptop, color printer, digital camera, photo scanner, video camera, projection screen and various accompanying items. They also needed to upgrade their electrical and network connections in their common room in order to be able to utilize the equipment. They also experienced staffing issues that delayed the complete deployment of their project plan. The director who had applied for the funds retired and the new director did not come on board until she had recovered from surgery. The project director was away during the terminal illness of her husband. Despite all of this, they accomplished a great deal. After purchasing all of the equipment, they undertook the task of setting it up and training themselves on how to operate it.

**Project Outputs**

Nelson County Public Library made great strides toward meeting their own goals for the project. They worked deliberately forward with new programs that were controlled in house before making overtures to other organizations. They have very concrete plans that they have begun to implement in a partnership with the county genealogical society which involves preservation and presentation of documents. None of the outcome targets were met as initially described. Despite negative staffing issues, major progress was made.

**Project Outcomes (What were the results?)**

The library undertook two new major programming activities. A new Evening Book Group was begun on a monthly basis. The data projector was used at each session to facilitate the discussion. One month, they read *Searching for Hassan*. In addition to using the equipment to project the discussion guide as usual, they also accessed the Internet to find and project photographs of the places discussed in the book. The participants indicated that it helped to bring the book to life. The local Red Hat Society has used the equipment during their meetings to plan activities for the group. All of the planning has been completed for their first Hobby Night. They have used the scanner, computer, and color printer to design and generate all of the publicity materials and will use the scanner, computer and data projector along with print materials from the library collection on that night. They also have many other programs and projects in the planning stages that will effectively utilize all of the equipment.

**Additional Project Outcomes (What are the data sources?)**

Library staff feel that their programs are more exciting and their options are increased many times over since they can not take any media and project it or use it for publicity. The staff is also excited to have the internet in their common room also which adds to any subject being presented.

**Anecdotal Info**

"Our signs for the library use to encourage people to put their books in the book slot when they return them feature some of our youngest borrowers and have received many favorable comments from the public. I used the scanner and color printer to make up the fliers to advertise Hobby Night and believe we will have good participation as a result."

# **LSTA ANNUAL PROJECT REPORT KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**

**FY2003**

**Project # 4A1c**

**Funds Awarded: \$4,946**

**Project Title: Data Projector Project--Logan County Public Library**

**KDLA Project Monitor: Charlene Davis**

**Number of Persons Served: 9,545**

**Congressional District Served: First**

## **SUBGRANT INFORMATION (if applicable)**

**Library Name: Logan County Public Library**

**Project Director: Linda Kompanic**

**Phone Number: 270-726-6129**

**Fax Number: \_\_\_\_\_**

**Email: lindak@loganlibrary.org**

**Library URL: http://www.loganlibrary.org/index.html**

**Library Address: 4201 West Sixth Street, Russellville, KY 42276-1411**

## **LSTA Purpose**

**Services for Lifelong Learning**

## **State Goal**

☒ Strengthen libraries as resources in meeting economic, educational, cultural, and recreational needs

## **IMLS Primary Performance Category**

☒ Education

## **IMLS Secondary Performance Category**

☒ Tools for the future

## **Primary Users**

☒ Adults

☒ Children

☒ Library staff

## **Primary Service**

☒ Continuing education for public

☒ Information access and services

☒ Staff development, education and training

**Start Date 5-1-03**

**End Date 9-30-03**

**Project Purpose**

To provide equipment sets that include any of these component parts: data projector, amplifier, speakers, wireless microphone, laptop computer, software which will be used to provide training, presentations and video/DVD programs in the local library and community at large.

**Project Activities/Methods**

Logan County Public Library purchased a significant amount of equipment to supplement the data projector configuration from the regional office with their grant funds: Scanner, portable screen, laptop, color printer and digital camera. After purchasing all of the equipment, they undertook the task of setting it up and training themselves on how to operate it. The equipment was used to generate promotional materials for this project which have been distributed to community organizations: Chamber of Commerce and local churches initially. They are in the planning stages of a Community Project to collect and digitize historic photographs and scan documents for use in digital presentations. This equipment has already been used in 13 events at the library.

**Project Outputs**

Logan County Public Library made great strides toward meeting their goals for this project. They purchased all of the equipment and trained themselves on how to use it. Although it was heavily used, they did not hit the target outputs. However, they have utilized the equipment not only for its stated intended use but also quite creatively for individual customers. The tripod screen has been used extensively (42 times) since purchase. Had this project been on target timeframe, this library would have greatly exceeded the target outputs.

**Project Outcomes (What were the results?)**

The laser printer was used a number of times for items as diverse as business cards for the Adult Education Program staff to a picture of a part for someone to send to a manufacturer. (details included under anecdotal information.) The digital camera has been used by staff to assist the public and the library anticipates it being used by others in the production of promotional materials. The scanner will be used in a community project to collect and digitize historic photographs and for scanning documents for use in digital presentations.

This project has provided equipment that has been used by organizations as diverse as the Chamber of Commerce and local churches.

**Additional Project Outcomes (What are the data sources?)**

The library not only keeps statistics concerning use of the equipment but also gathers anecdotal information from patrons and staff.

**Anecdotal Info**

"The best example of a unique service afforded through this project is that a man came in with a mechanical part that he needed replaced. He had tried to describe it to the servicing company and they could not envision his description; even the part number did not give them enough information. He wanted to photocopy the part, but the two dimensional image was not very clear. We took a picture with the digital camera and then printed him a copy on the laser printer and he left with a clear, three-dimensional photo that he mailed to the company. He was very pleased!"

# **LSTA ANNUAL PROJECT REPORT KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**

**FY2003**

**Project # 4A1d**

**Funds Awarded: \$5,000**

**Project Title: Data Projector Project--Perry County Public Library**

**KDLA Project Monitor: Charlene Davis**

**Number of Persons Served: 370**

**Congressional District Served: Fifth**

**SUBGRANT INFORMATION (if applicable)**

**Library Name: Perry County Public Library**

**Project Director: Elaine Couch**

**Phone Number: 606-436-2475**

**Fax Number: \_\_\_\_\_**

**Email: ecouch@hotmail.com**

**Library URL: \_\_\_\_\_**

**Library Address: 479 High Street/P.O. Box 928 Hazard, KY 41701-0928**

**LSTA Purpose**

**Services for Lifelong Learning**

**State Goal**

☒ Strengthen libraries as resources in meeting economic, educational, cultural, and recreational needs

**IMLS Primary Performance Category**

☒ Education

**IMLS Secondary Performance Category**

☒ Tools for the future

**Primary Users**

☒ Adults

☒ Children

☒ Library staff

**Primary Service**

☒ Continuing education for public

☒ Information access and services

☒ Staff development, education and training

**Start Date 5-1-03**

**End Date 9-30-03**

**Project Purpose**

To provide equipment sets that include any of these component parts: data projector, amplifier, speakers, wireless microphone, laptop computer, software which will be used to provide training, presentations and video/DVD programs in the local library and community at large.

**Project Activities/Methods**

Perry County Public Library purchased a significant amount of equipment to supplement the data projector configuration from the regional office with their grant funds: Scanner, portable screen, laptop, video presenter, AV cart, DVD player and digital camera. After purchasing all of the equipment, they undertook the task of setting it up and training themselves on how to operate it. They also trained the staff from the libraries in their region on how to use the equipment and discussed ideas of how to use it and how to promote its use.

**Project Outputs**

Perry County Public Library made great strides toward meeting their goals for this project. They purchased all of the equipment, trained themselves and the other library staff in their region on how to use it, used it to project videos and DVD's to large audiences, loaned it to community organizations as well as individual patrons and other libraries in their region, and used it to for technology based training for library staff in their region.

**Project Outcomes (What were the results?)**

The library was able to use the equipment to enhance scheduled program. It was also used to raise the level of awareness of the library in the community through brochures and flyers to advertise the library and bookmobile programs and services. The equipment was used by a presenter at a regional meeting to train library staff on library automation. During their Summer Reading sessions, the equipment was used on 6 occasions to project DVDs and videos.

Libraries in the entire region now have access to equipment they cannot afford to purchase on their own, to be used for programming and training.

**Additional Project Outcomes (What are the data sources?)**

At each individual use, the staff listened to patrons that gave verbal feedback on how much they liked the new equipment. Individuals also made comments upon use of the equipment and how much they appreciated access at pick-up and return. Attendance at story hour increase as word spread about the new equipment.

**Anecdotal Info**

Children that came to the movies (Summer Programs) enjoyed watching movies on the large screen. The children commented that it was more like "going to the movies" The library lent the equipment out to a presenter for a local organization's session of 25 people. The presenter indicated that he could not have afforded to purchase the equipment. The library also loans the equipment to individual patrons who are extremely appreciative of the service.

Librarians who came to the regional training session were found many ways to use the equipment to promote the library. One said that he could use it in the library window at night to project the hours and services of the library in the format of a continuous slide show.

# **LSTA ANNUAL PROJECT REPORT KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**

**FY2003**

**Project # 4A2**

**Funds Awarded: \$51,500**

**Project Title: Continuing Education - KDLA**

**KDLA Project Monitor: Christie Robinson**

**Number of Persons Served: 142**

**Congressional District Served: Statewide**

## **SUBGRANT INFORMATION (if applicable)**

**Library Name: \_\_\_\_\_**

**Project Director: \_\_\_\_\_**

**Phone Number: \_\_\_\_\_**

**Fax Number: \_\_\_\_\_**

**Email: \_\_\_\_\_**

**Library URL: \_\_\_\_\_**

**Library Address: \_\_\_\_\_**

## **LSTA Purpose**

**Library Technology, Connectivity and Services**

## **State Goal**

☒ Support creation of work environment which fosters productivity and innovation

## **IMLS Primary Performance Category**

☒ Education

## **IMLS Secondary Performance Category**

☒ Access

## **Primary Users**

☒ Adults

☒ Library staff

## **Primary Service**

☒ Information access and services

☒ Staff development, education and training

**Start Date 10-1-02**

**End Date 9-30-03**

**Project Purpose**

To provide funds for State Library Staff for training, continuing education higher education classes, workshops and seminars to assist staff to continuously improve their skills and knowledge so that they in turn can more accurately assist patrons and libraries meet their needs.

The need is to fulfill employee's requests for training expressed in their Performance Reviews to meet the demands placed upon them for increased skills and knowledge so they can better serve their customers.

**Project Activities/Methods**

To meet these increased requests for continued education and provide opportunities for staff to take classes either through the Governmental Services Center, the Governor's Office for Technology, outside vendor training and/or higher education classes, funding was provided to support the costs. The following activities were incorporated:

- A schedule of workshops and class instruction was offered at the Governmental Services Center on a quarterly basis. Some were provided on-site at the State Library. Other training classes were offered at various locations in the state including sites in the form of videoconferences.
- Employees were encouraged to participate in training and continuing education through promotional materials, via e-mail and in division meetings.
- Funds were allocated for external training instruction, seminars and workshops and some travel to attend sessions.
- Funding was also included for field staff and library consultant training in special areas.
- Videos, CD's and manuals were purchased for frontline self-instruction at training workstations, supported by the Information Technology Team's Training Workgroup.
- Funding was used to support staff participation in selected conferences, seminars and meetings, which offer learning opportunities.
- The KDLA Strategic Plan, Goal #3, Objective #2 states "Create a comprehensive plan to provide opportunities for employee continuing education and training that will enhance skills and productivity in the workplace." To meet this objective, a cross-divisional training team was appointed and developed a formal plan for training and education. The project resulted in a "Training Institute" and was adopted by management as the standard for staff to increase knowledge and skills.
- One large-scale training day was offered for the entire staff in the fall. This project supported the program, speakers and operating expenses.

**Project Outputs**

129 individuals participated in training event. All four divisions had staff that were trained. A total of 571 training contacts were made.

**Project Outcomes (What were the results?)**

Staff are better equipped personally and professionally to meet the State Library's customers' needs. The project has produced a better-trained, more mature workforce who can more capably deal with conflict, problems, concerns and issues as well as providing service in the most efficient means.

In past years, more than 400 hours of training were utilized. With greater demand for computer software applications training, the awareness of the importance of education to be relevant in the workplace, and the adoption of the Training Institute, the number has increased.

**Additional Project Outcomes (What are the data sources?)**

Staff indicate through their our testimonials how they have changed as employees, and how they are better (or worse) equipped to do the job they were hired to do. Randomly selected staff were asked to assess what difference these classes/training have made in their work and service to clients. All those providing testimonials indicate that they feel better equipped to do their job and better understand workplace skills and are more proficient in their work.

**Anecdotal Info**

"Attendance at various supervisors training GSC workshops has given me a chance to refine many of the supervisory skills I thought I had. I have been able to use much of what I learned, especially in dealing with those I supervise. I have learned that I need to be accessible, that I need to be clear in communicating the goals of the Branch and to take care of business as issues arise and not put them off. I thought I knew how to deal with problem employees and basically I do, but by attending the workshops I have been able to foresee many problems before they become critical and how to systematically address them."

"The two workshops that I attended during this conference were - "Life is NOT a Stress Rehearsal" and "The School yard Bully Comes to Work, Too!" The stress workshop was good, but seemed to tout the same logic and methods as I have heard in the past. I enjoyed the "School Yard Bully Comes to Work" better, partly because of the teachers. I learned some interesting tips in how to deal with bullies, but thankfully, I don't work with any bullies at KDLA, so I haven't had a chance to put these tips into action. I used to work at a job where I did need some of the tips though!

"Being new to state government, I did not know how the Performance Appraisal tool was designed to be used and this training allowed me to quickly learn how I would be appraised as well as how I would need to evaluate my staff. While most of the training was simple common sense strategies for working effectively with people, it is always useful to have a reminder of how to best temper your personal work style to suit the needs of a diverse staff so that everyone can work productively."

"....Quality workshops, such as this one, not only deliver beneficial information, but they leave attendees with a favorable impression of state-supported training – and that encourages attendance at future workshops. This was one of the most helpful workshops I've attended recently because it helped not only me, but had the potential to help those who depend on me to provide accurate, timely information to their organizations."

"I feel that since I have taken these courses it has made me a better employee. It has given me more knowledge of how to better do my job and not only be proficient, but sufficient in each task that is asked of me. I highly recommend this program especially for people of non-management positions. It truly furthers your range of work ethic and also adds experience to your personnel file."

"The training session, Why Does My Co-Worker Do That?, helped me understand why I do things the way I do and how others might see my actions. Understanding the five competencies of Emotional Intelligence: self-awareness, self-regulation, self-motivation, empathy and effective relationships has helped me be more in tune with my own emotions and in turn help me understand the power of others emotions productively."

# **LSTA ANNUAL PROJECT REPORT KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**

**FY2003**

**Project # 4A3**

**Funds Awarded: \$118,400**

**Project Title: Continuing Ed - Public Libraries**

**KDLA Project Monitor: Janet Chisman**

**Number of Persons Served: 1,634**

**Congressional District Served: Statewide**

**SUBGRANT INFORMATION (if applicable)**

**Library Name: \_\_\_\_\_**

**Project Director: \_\_\_\_\_**

**Phone Number: \_\_\_\_\_**

**Fax Number: \_\_\_\_\_**

**Email: \_\_\_\_\_**

**Library URL: \_\_\_\_\_**

**Library Address: \_\_\_\_\_**

**LSTA Purpose**

**Services for Lifelong Learning**

**State Goal**

☒ Strengthen management of systems/services needed to meet information needs

**IMLS Primary Performance Category**

☒ Education

**IMLS Secondary Performance Category**

☒ Education

**Primary Users**

☒ Library staff

☒ Public Library Trustees

**Primary Service**

☒ Staff development, education and training

**Start Date 10-01-02**

**End Date 9-30-03**

**Project Purpose**

To provide training through workshops, grants, conferences and institutes directed at library personnel, governing board members, administrators, and volunteers. Expanded education and awareness among those involved will benefit library users in acquiring new knowledge and skills.

**Project Activities/Methods**

A variety of events such as workshops, institutes, and conferences sponsored by KDLA and financial assistance were part of the project. Because the Field Services Division's Regional Consultants in offices across the state have day-to-day contact with trustees, directors, and library staff, they used project funds for a variety of CE opportunities. Workshops included day-long regional staff development days, trustee training and orientation sessions, an interlibrary loan refresher, a workshop on local genealogy resources, and safety in the library. KDLA was not the only source of CE opportunities. The service population may elect to attend non-KDLA sponsored short-term events or to take classes that relate to their responsibilities. Regional consultants provided financial assistance in the form of reimbursements for workshop registrations. Full and partial reimbursements for tuition costs were also requested by the regional staff

Centrally planned and provided continuing education for FY 2003 were:

- **Trustees Institutes** were held in three locations around the state in early July: An attorney and public library trustee presented the program on employment law in Kentucky entitled "Grape Bubblegum Can Get You Fired." Public library trustees also had the opportunity to network with others.
- Two **Public Library Institutes** were held for staff in library clerical/assistant positions in public libraries because they are often filled by persons with little background on the history of libraries, principles of library science, and the operations of technical and public services. The attendees participated in classroom sessions and field trips to book jobbers, and three public libraries. Topics covered included library history and philosophy, intellectual freedom, collection development, customer service, outreach and bookmobile services, technical services, administration, reference services, marketing, adult services, children's and youth services, community relations and partnerships, CIPA and filtering. By attending the full two weeks of the Public Library Institute, public library staff may use it in place of a three-credit library science class for certification purposes.
- The **2003 Kentucky Bookmobile and Outreach Services Conference** lasted a day and a half with an opening session on marketing outreach services and smaller sessions on programming on the bookmobile, marketing library services to seniors, new technology for the bookmobile, services available from the state library and Talking Book Library, safety, and maintenance.
- Two sessions the basics of **Grant Writing** were held to help staff offset the problems of budget restrictions and reductions of support from the usual sources.
- A **Crash Course in MARC Format or Juggling Tags and Indicators** was offered as a day-long workshop. Sessions were held across the state.
- KDLA partnered with the Greater Cincinnati Library Consortium (GCLC) in the annual **Support Staff Symposium** for a day-long event specifically designed for the specific needs of library support staff. GCLC is a multi-type library organization with members from six counties in northern Kentucky and southern Ohio. The 13th Annual GCLC Support Staff Symposium's program had the theme of "Mind Over Matter: Developing Personal and Group Creativity."
- A number of libraries raised questions about the **Americans with Disabilities Act**, so the State ADA Coordinator for Kentucky was asked to provide two informational sessions on the provisions of the act, etiquette, and how the ADA applies to public libraries.

The Kentucky Department for Libraries & Archives (KDLA) web site includes a calendar for continuing education events. Events planned centrally by the Frankfort staff were placed on that calendar. Electronic versions of the event announcements and registration forms were linked from the calendar. Links to maps and/or directions to the locations were included as well. Online registration was used for events with no registration costs. Other publicized events that had potential attendees from public library personnel were added to the calendar.

### **Project Outputs**

- 141 different public library trustees, directors and guests attended one of the three regionally held **Trustees Institutes**.
- The **Public Library Institute (PLI)** attracted 37 public library staff from all across the state.
- The **2003 Kentucky Bookmobile and Outreach Services Conference** brought 99 persons to Frankfort for the conference. There was a mix of general and concurrent sessions. Four of the smaller sessions were available twice which gave the attendees the chance to customize their activities.
- The two sessions of the **Grant Writing** workshops were not heavily attended, however they were a very active four hours in length.
- 123 attended the **Crash Course in MARC Format or Juggling Tags and Indicators**.
- KDLA is less involved with the execution of the **Support Staff Symposium**, but Field Services Division staff participates with the selection of program, speakers, and date. The site for the symposium alternates between locations in Ohio and Kentucky. 2003 was Kentucky's year to host. Over half of the attendees work for libraries in Kentucky. 52 of the 74 attendees working in Kentucky either work for a public library or the Kentucky Dept. for Libraries & Archives.
- The two sessions on the **Americans with Disabilities Act** were scheduled at the same locations and dates as the grant writing workshops. Twenty individuals came solely for the ADA part of the day. In all, forty-nine persons participated in the sessions on the two dates.

The above events had a total of 501 attendees.

Though hampered by vacancies in the ranks of the Regional Consultants, thirty-five different CE events were planned and conducted by the regional staff with 730 attendees. In addition, 19 requests for workshop registration reimbursements were made. Public library staff have been actively taking college classes in the library science field with a majority being online classes from the Lexington Community College. Public libraries received full or partial reimbursement for tuition for 66 classes taken and completed during the Fall 2002 and Spring 2003 semesters.

### **Project Outcomes (What were the results?)**

- The **Trustees Institutes** resulted in very high rates of satisfaction with the program and speaker. On a scale of one to five with five as 'excellent' or 'exceeded expectations' the averages were 4.5 or higher. Comments included "One of the best, if not the best!" and "It thoroughly made sense to me!"
- The attendance for the **2003 Kentucky Bookmobile and Outreach Services Conference** was down slightly from previous years. Budgets have become tighter for all organizations, so the sessions selected for the conference emphasized services appropriate for the changing outreach and bookmobile customers that are available from KDLA and other state agencies as well as low cost programming and marketing ideas.
- The **Grant Writing** workshops were well received and set the basis for future training. Attendees wanted more: more samples and examples of good and bad proposals, more information on potential sources of funds, and more time.

### **Project 4A3**

- Because few CE events had been planned for public library staff working in technical services, many of the attendees of the **Crash Course in MARC Format or Juggling Tags and Indicators** were new to CE at KDLA. MARC is a very technical topic and the first part of the five-hour workshop was spent on the basics. During the second part of the workshop attendees worked together on actual materials and created a MARC record for them. The materials illustrated many of the common problems areas in cataloging and the activity and presentations to the group were excellent learning opportunities. On the evaluations the majority of the attendees planned on doing database cleanup and/or being more careful with the records they create. They also requested more workshops on advanced cataloging and cataloging of different formats.
- The need for a class on the **Americans with Disabilities Act** was perceived by state and regional consultants. The state's coordinator for the ADA was asked to do an introduction to the act, basic etiquette, and how public libraries can meet the requirements of the law.

Though not a separate fund, the regional consultants were allocated an amount to be used for CE in each region. Continuing education events organized by the regional consultants and their assistants were reported to the statewide CE consultant. One option for the regional funds, reimbursement of workshop registrations, was used lightly. More online courses are available and public library staff have been encouraged to take them.

#### **Additional Project Outcomes (What are the data sources?)**

Evaluations were conducted for all continuing education events. The statewide CE consultant or other Field Services consultants also attended the events and reported on them. The regional staff reported on their events and included a compilation of the evaluations as part of the event report.

"The total number of visits to the Continuing Education Calendar during the October 2002-September 2003 was 6077, an increase just slightly more than 35%. This was ten percentage points greater than in the project. The average per day was 33% greater than the previous year."

#### **Anecdotal Info**

From the 2003 Bookmobile and Outreach Services Conference:

"The marketing segment was great! I now have several ideas for advertising the Bookmobile service." "I had also realized that my bookmobile was starting to be used by more seniors and less younger people. I really saw it from a different view and saw and heard ideas for handling this." "Great networking – great morale booster"

From the Public Library Institute:

Our three staff members came back raving about it. They felt they learned a lot, but particularly enjoyed the networking with other library staff and the KDLA tour. Thanks for putting this together. I hope you can repeat it very, very soon!

From Grant Writing:

"A lot of points made were things I had not really thought about before & would have not known to include that information in my proposal." "I learned something today."

From regional workshops:

"Helped me obtain solutions to library situations." "The presenter kept us moving forward & challenging us to work with others." "...learned more skills I can apply to my job."

**LSTA ANNUAL PROJECT REPORT  
KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**

**FY2003**

**Project # 4A3-A**

**Funds Awarded: \$5,000**

**Project Title: Library Trustee Conference**

**KDLA Project Monitor: Janet Chisman**

**Number of Persons Served: 15**

**Congressional District Served: Statewide**

**SUBGRANT INFORMATION (if applicable)**

**Library Name: Kentucky Library Trustees Association**

**Project Director: James Wyrick**

**Phone Number: 859-224-3244**

**Fax Number: \_\_\_\_\_**

**Email: j.wyrick@insightbb.com**

**Library URL: \_\_\_\_\_**

**Library Address: \_\_\_\_\_**

**LSTA Purpose**

**Services for Lifelong Learning**

**State Goal**

☒ Improve recognition/support for library/archival services

**IMLS Primary Performance Category**

☒ Education

**IMLS Secondary Performance Category**

☒ Education

**Primary Users**

☒ Public Library Trustees

**Primary Service**

☒ Marketing and promotion of library services

☒ Staff development, education and training

**Start Date 03-01-03**

**End Date 06-13-03**

**Project Purpose**

Provided training for trustees of public libraries by supporting the attendance of trustees at the joint Public Library Section and Kentucky Library Trustees Association (KLTA) Conference.

**Project Activities/Methods**

A subgrant was given to the Kentucky Public Library Trustees Association to provide funding for public library trustees to attend their spring conference of the Public Library Section. The conference helps to keep trustees up-to-date with the latest developments in the library environment, as well as providing information related to board operation and management. The trustees submitted applications to cover conference expenses. The criteria for selection included the library development region and the status of previous applications.

**Project Outputs**

Only fifteen applications were received. The trustees represented eight of the twelve library regions. Several applicants had to withdraw their applications before the conference leaving eleven to represent seven regions. A majority of them had received funds for previous conferences and no region met the target of five applications.

**Project Outcomes (What were the results?)**

Six of the eleven surveys were returned for a percentage of 54 percent. All of the recipients attended the full conference and reported attending nine different sessions. Most attended a session on the USA PATRIOT Act. All but one reported sharing the information gained at the conference with the other trustees on their boards.

**Additional Project Outcomes (What are the data sources?)**

Regional Consultants have reported observing the grant recipients at the conference and in their activities on their boards. The following is an example of the reports. "I have observed him attending sessions, asking questions of presenters, eating at hotel restaurants with other trustees and librarians, and talking to colleagues in the hotel lobby areas. He reports back to the board on his activities and has told them, 'You all need to go to a library conference. You get to hear what others are doing and talk about problems libraries all seem to have in common. It is a great learning experience.'" The consultant also stated the trustee not only enjoys going to the conferences, he promotes them to fellow trustees. In this role, he makes a particularly valuable contribution - not only while he is at the conference, but as a promoter when he returns.

# **LSTA ANNUAL PROJECT REPORT KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**

**FY2003**

**Project # 4A4**

**Funds Awarded: \$10,600**

**Project Title: MLS Training Subgrant**

**KDLA Project Monitor: Janet Chisman**

**Number of Persons Served: 0**

**Congressional District Served: Statewide**

## **SUBGRANT INFORMATION (if applicable)**

**Library Name: \_\_\_\_\_**

**Project Director: \_\_\_\_\_**

**Phone Number: \_\_\_\_\_**

**Fax Number: \_\_\_\_\_**

**Email: \_\_\_\_\_**

**Library URL: \_\_\_\_\_**

**Library Address: \_\_\_\_\_**

## **LSTA Purpose**

**Services for Lifelong Learning**

## **State Goal**

☒ Strengthen libraries as resources in meeting economic, educational, cultural, and recreational needs

## **IMLS Primary Performance Category**

☒ Education

## **IMLS Secondary Performance Category**

☒ Education

## **Primary Users**

☒ Library staff

## **Primary Service**

☒ Staff development, education and training

**Start Date 10-01-02**

**End Date 9-30-03**

**Project Purpose**

To increase the pool of professionally trained librarians to work in Kentucky public libraries.

**Project Activities/Methods**

Examples of programs with other state libraries and state library associations were distributed to individuals recruited by the continuing education consultant to be on an advisory group. Several meetings within the agency took place to discuss the project as it was originally written and proposed legislation to change statutory language. The legislation which was successful will make it easier to implement a scholarship program.

A number of potential problems were discussed with the LSTA administrator and others. Because part-time students would not be able to complete a graduate program or meet the obligation of working in a Kentucky public library during the LSTA funding cycle, it would not be possible to require repayment of funds. It was proposed to use funds in a fashion similar to tuition assistance in the regional continuing education portion of 4A3. No obligation for repayment or employment in a Kentucky public library would be imposed.

The MLS version of the tuition assistance form was not created. The procedures and instructions did not progress. It was decided that this project is not feasible at this time.

**Project Outputs**

The applications were not offered. No funds were expended.

**Project Outcomes (What were the results?)**

More graduate library science programs are making their programs available for distance learning students and there are graduate students working in Kentucky public libraries. They did not receive assistance from this program.

**Additional Project Outcomes (What are the data sources?)**

None

**Anecdotal Info**

None

**Exemplary Reason**

# **LSTA ANNUAL PROJECT REPORT KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**

**FY2003**

**Project # 4B1**

**Funds Awarded: \$99,500**

**Project Title: Regional Consultants and Assistance**

**KDLA Project Monitor: Michael Jones**

**Number of Persons Served: 1,215**

**Congressional District Served: Statewide**

## **SUBGRANT INFORMATION (if applicable)**

**Library Name: \_\_\_\_\_**

**Project Director: \_\_\_\_\_**

**Phone Number: \_\_\_\_\_**

**Fax Number: \_\_\_\_\_**

**Email: \_\_\_\_\_**

**Library URL: \_\_\_\_\_**

**Library Address: \_\_\_\_\_**

## **LSTA Purpose**

**Services for Lifelong Learning**

## **State Goal**

☒ Strengthen libraries as resources in meeting economic, educational, cultural, and recreational needs

## **IMLS Primary Performance Category**

☒ Communities

## **IMLS Secondary Performance Category**

☒ Education

## **Primary Users**

☒ Library staff

☒ Public Library Trustees

## **Primary Service**

☒ Marketing and promotion of library services

☒ Staff development, education and training

**Start Date 10-01-02**

**End Date 9-30-03**

**Project Purpose**

To provide training, experience and knowledge for public library personnel and their governing boards in order to strengthen public library development, and all phases of public library operations and administration in Kentucky.

**Project Activities/Methods**

A network of trained professional librarians provide assistance to library trustees and library directors. Regional librarians, administrative assistants and a branch manager form a network of public library development specialists. They promote the full development of Kentucky's public libraries by acquiring new or updated skills or concepts through continuing education. They use these skills to promote democracy, lifelong learning, neighborliness, pride and the new importance of technology. Kentucky Public Library Standards: Direction and Service for the 21st Century provides a yardstick for review of public libraries as well as a blueprint towards their evolution into fully developed public library programs. Assisting public libraries with achieving compliance with basic standards, as well as strategic planning, is a top priority for consultants.

During the year, 1/3 of the professional positions in the office have been vacant. The Barren River Regional Librarian position was vacant from July 31, 2002 –September 1, 2003. The Buffalo Trace Regional Office remains vacant after numerous recruiting attempts. The Kentuckiana Regional Office has been vacant since February 2002 and a replacement has not been hired. The Northern Kentucky Regional Librarian position was vacant the entire year. Because of financial restrictions, four administrative assistant positions were vacant for the year. This program continues functioning despite the severe shortages in personnel resources due to the resourceful and dedicated remaining personnel.

**Project Outputs**

Regional Librarians made 1131 site visits and 51,703 contacts in the reporting period. They also drove 135,716 job related miles in assisting the development of libraries. Non-KDLA emails were sent 33,440 times. Trustee orientations were held 50 times. Regional Librarians facilitated 59 directors meetings around the state. Construction and facilities planning meetings were held 50 times. There were 19 facilitations of Long Range Planning meetings. Regional Librarians conducted 77 varied educational opportunities for 879 attendees. This includes grant writing, beginning trustee workshops, bookmobile meetings and children's programming meetings. The Public Library Newsletter was produced and distributed six times. Four issues of T3: Trustee Training Tips were written and distributed to individuals and libraries. SelectionNotes, a quarterly web based collection development newsletter continues to be produced and placed on the KDLA website.

**Project Outcomes (What were the results?)**

This project provides public library boards and directors with an accurate and comprehensive evaluation of the status of their public library program. With this knowledge, trustees and library directors will have the expertise to pursue efforts in strategic planning, compliance with library standards and programs that provide fully developed library services. A coordinated effort for providing professional guidance to trustees and library directors is achieved through meetings between the branch manager and regional consultants that focus on planning and organizational development. Public library trustees and directors throughout Kentucky are provided with expertise from consultants in the areas of budget management, policy development and procedures, grants and programs, continuing education, collection development, statistical reports, legislation, automation, technology, community relations, long range planning and more.

**Additional Project Outcomes (What are the data sources?)**

Library patrons primarily benefit from the improvement in local public library services that are provided through the assistance of state consultants. Regional Library Administrators attend monthly local public library board meetings to provide professional guidance to trustees and the library director. Through attendance at board meetings and regular on site visits, regional consultants provide assistance in the following areas:

- Budget Management – Regional Librarians attend board meetings to discuss budget management with the director and trustees. Appropriate allocation of resources promotes efficiency and allows the library to expend the maximum amount of funds on materials, programs and services to patrons.
- Policy Development and Procedures – Regional Librarians attend board meetings to assist with the development of policies and procedures to ensure that these are in compliance with KRS standards and appropriate for the library. Library patrons benefit from library policies that promote education and learning.
- Grants and Programs – Regional Librarians provide trustees and directors with information on available grants and other funding. Discussions at board meetings determine which grants and programs are appropriate for the library and should be pursued. Consultants assist library directors in writing grants and following all guidelines. Once the library receives the grant, the Regional Library Administrator can monitor the project through on site visits and attendance at board meetings. This ensures that funds from state grants are spent by local libraries in accordance with guidelines. Grants provide funds that have a direct impact on users through library programs and materials.
- Continuing Education – Regional Librarians provide continuing education opportunities to library administrators, staff and trustees. On site visits allow local librarians to learn new technologies and professional practices in their local library environment. These benefits are passed on to patrons through increased levels of professionalism, efficiency and effectiveness in library services.
- Collection Development - Regional Librarians assess local library collections and monitor collection development policies through on site visits and attendance at board meetings. This ensures that patrons have access to a collection which is updated, accurate and appropriate to the community it serves.
- Statistical Reports - Regional Librarians attend local board meetings to assist trustees and librarians with procedures for collecting and evaluating statistical information. Statistical information enables trustees and library directors to assess the library's strengths and weaknesses. Appropriate policies can then be implemented to increase the libraries efficiency and effectiveness. Patrons directly benefit statistical data that determines appropriate programs, materials and services for the community.
- Legislation – Regional Librarians attend local board meetings to discuss existing, new and proposed legislation that has a direct impact on local libraries. It is extremely important that local library boards and directors are aware of and understand legislation before implementing policies. Regional Librarians explain legislation at board meetings and may provide additional research upon request. Failure to understand legislation can lead to legal problems, which can seriously hinder a library's ability to provide the best possible service to patrons.
- Automation and Technology – In a rapidly changing technological environment, it is necessary for libraries to remain updated with the latest innovations. Regional Librarians can assess the local library's technology through on site visits. On site visits can also be use to determine the effectiveness of the library's automation system. Once these factors have been determined, attendance at local board meetings is necessary to discuss with trustees an appropriate balance between expenditures in technological improvements and expenditures in traditional materials. Library patrons directly benefit from a library that provides an effective automation system and adequate technological resources, without sacrificing appropriate traditional materials.

- Community Relations – Regional Librarians assist library directors and trustees with local community relations. Through attendance at local community meetings and activities, determinations can be made as to the best way the library can serve the community. Regional Librarians attend board meetings to discuss these community needs with trustees and assist in implementing policies that meet those needs. Patrons directly benefit from having a voice in determining the policies that govern the library.
- Long Range Planning – A long range plan is essential for a library to provide efficient and effective services. Regional Librarians assist library directors and trustees with the development of a plan that is appropriate for the library and the community through on site visits and attendance at board meetings. Library patrons will benefit from this immediately and in the future.

Regional Librarians provide assistance to local trustees and library directors. This assistance provides better library services to patrons. As described above, an essential part of this assistance is attendance at local board meetings and on site visits. Field Services librarians are the state's representatives in local areas. Their presence benefits library patrons throughout the state.

### **Anecdotal Info**

Trustee workshops were arranged for the Lincoln Trail and the Kentuckiana Region. The topic was Hey! You Talkin' To Me? Learning to Communicate Clearly and the presenter was Todd Arwood of Todd Arwood Seminars. The seminars focused on how to be more effective through better communication between library directors and boards. A total of 56 trustees and library directors attended the two workshops. The post-workshop evaluations showed that they found the workshop valuable and entertaining. The second workshop was especially successful. In response to the question "Overall, how would you rate the value of this workshop?" all of the respondents rated it a 4 or a 5 on a scale of 1 – 5. The comments about the workshops were outstanding, including:

"Very entertaining!! Very expressive actions — energetic, humorous; Great information, wit-humor. Very good; Very entertaining and engaging!! The humorous presentation —great style—bring him back anytime!; Todd was great at keeping my attention while getting his message across—Very interesting. Wonderful The speaker was engaging. Laugh and learn—2 of my favorite things.; Useful and entertaining.; humor input; his animation/presentation; Presenter articulate and kept attention , dynamic.; Good presenter who brought out involvement in the crowd. Right mix of theory and practice.; Todd good at involving audience. Kept it interesting.; Todd—He is so entertaining—and he makes me think, too; We want him back sometime soon."

Overall, the workshops were a great success. Continuing education opportunities like these help make better library directors and boards. They pass this on to their customers through better service. All residents of Kentucky benefit from the continuing education opportunities and other services provided for libraries through the Kentucky Department for Libraries and Archives Regional Library System.

# **LSTA ANNUAL PROJECT REPORT KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**

**FY2003**

**Project # 4B1-A**

**Funds Awarded: \$15,000**

**Project Title: Library Consultant Resource Support**

**KDLA Project Monitor: Tezeta G. Lynes**

**Number of Persons Served: 1,894,177**

**Congressional District Served: Statewide**

## **SUBGRANT INFORMATION (if applicable)**

**Library Name: \_\_\_\_\_**

**Project Director: \_\_\_\_\_**

**Phone Number: \_\_\_\_\_**

**Fax Number: \_\_\_\_\_**

**Email: \_\_\_\_\_**

**Library URL: \_\_\_\_\_**

**Library Address: \_\_\_\_\_**

## **LSTA Purpose**

**Services for Lifelong Learning**

## **State Goal**

☒ Strengthen libraries as resources in meeting economic, educational, cultural, and recreational needs

## **IMLS Primary Performance Category**

☒ Access

## **IMLS Secondary Performance Category**

☒ Communities

## **Primary Users**

☒ Library staff

☒ Public Library Trustees

☒ Statewide public

## **Primary Service**

☒ Information access and services

☒ Marketing and promotion of library services

☒ Staff development, education and training

**Start Date 10/01/02**

**End Date 9/30/03**

**Project Purpose**

To provide regional and statewide consultants with the tools necessary to assist public libraries in their quest for improved services to their constituents and to provide the Program Development Branch assistance with necessary learning tools, resources, and training needs.

**Project Activities/Methods**

During the course of this year, every statewide and regional consultant continued his/her subscriptions to a number of professional journals. They also purchased relevant literature for professional growth and development as the need arose.

The Program Development Branch Manager visited Allen, Bell, Bullitt, Carroll, Fleming, Henry, Kenton, Laurel, Robertson, Scott county public libraries and the Bowling Green Public Library in Warren County. During these visits, she took part in their programming, participated in special events, attended a ribbon-cutting ceremony, met with library directors, or monitored a subgrant which the library may have received.

The manager attended the Public Library Institute in Lexington, the annual Kentucky Library Association Conference in Louisville, the annual Public Library Section in Louisville; the Bookmobile and Outreach Services Conference in Frankfort; the annual Summer Reading Workshop plus a host of local, regional and statewide workshops and meetings. Workshops ranged from Grantwriting to E-rate services to public libraries.

**Project Outputs**

Consultants benefited from twenty-five journals titles and some twelve book titles used for training and consultation. Routing professional journals in regions is one of the most appreciated services for library director and staff in our public libraries. These materials often foster cooperation and sharing among the counties and keeps consultants abreast of current trends in the field of library science.

The Northern Kentucky, Fivco/Big Sandy, Buffalo Trace/Gateway, and Kentuckiana regions remain unstaffed with regional consultants. This has led public library directors and staff who would normally ask for and receive assistance from their regional consultant turn to staff at the State Library for help. Therefore, most visits and consultation given by statewide consultants at the State Library are often welcome and productive in nature.

**Project Outcomes (What were the results?)**

Most consultants subscribed to the more traditional Library Journal or Booklist, Library Hotline, Rural Libraries, Library Administrators Digest, etc. Others subscribed to more esoteric journals like Rural Library Services Newsletter or UNABASHED LIBRARIAN.

A number of books to assist with consulting were also purchased. The Lincoln Trail Region consultant is the resident expert on boards and trustees and editor of T3: Trustee Training Tips, a bimonthly newsletter for public library trustees. This consultant purchased the book, Leading the Way: Creating a Board that Works. The consultant in Lake Cumberland Region who helps small libraries create and manage their own websites purchased How to Use Dreamweaver4 and Fireworks4. A consultant in the Purchase/Pennyrile Region of far western Kentucky purchased the same publication for a different purpose. This book was useful to her in creating SELECTIONOTES. She is editor of this web based electronic journal for small and medium sized public libraries on issues of library collection management.

Because her specialty is collection development, she felt the need to keep up with what's happening with collection development in libraries, and reading these titles helped her do that.

One consultant specializing in public library personnel issues purchased a much needed book called *Essential Personnel Issues*. The Bluegrass Region consultant purchased a book entitled, *Becoming a Fundraiser* after several calls for help on fundraising from public libraries in her region. Additionally, a number of consultants subscribe to computer related journals to help them help the smallest of public libraries.

As regions vary, so do the needs of the public libraries in the regions. The professional needs were not only for books and journal subscriptions. In Buffalo Trace/Gateway Region, Fivco/Big Sandy Region, and the Bluegrass Region their most pressing immediate needs were for what is either called an Ellison machine or the Accu-cut, depending on where you purchased the 'equipment'. This is a tool most useful to consultants and children's cooperatives. Regional consultants were able to purchase this tool with its accessories to be used with the children's librarians in their respective regions.

The Branch Manager of Program Development Office purchased several books in preparation for Kentucky's Bookmobile and Outreach Services Conference. Among others they were, *The Five Star Programming Services*, *Library Service to African Americans in Kentucky*, *Bookmobiles and Outreach Services*, etc.

#### **Additional Project Outcomes (What are the data sources?)**

The Manager's trips to conferences and workshops often lead to materials being shared with State Library and public library staff. Recently, she sent a packet of materials picked up at the Great American Bookmobile and Outreach Services Conference to a bookmobile librarian in Shelby who was unable to attend the national conference.

The consultant who uses these funds to buy books on board development and continued training for non-profits reads these and gets ideas for applying them to library boards. She says, "Inspire a train of thought that leads me to many of the issues I address in *T3* -- with a KY adaptation if necessary". The result was lots of positive feedback from other regional consultants, library directors, and trustees.

'These funds have helped end tooth decay in underdeveloped parts of the state', said one consultant. Some bring their borrowed journal to meetings and ask questions or comment on issues raised in the publication. Books ordered for the regional office are often being used by directors. Regional consultants firmly believe that this is an important way we help the poorer libraries save money and also get information and inspiration they need. When someone has a need for one--they either ask or the consultant knows a particular title would be helpful to them in something they are working on.

One consultant said that it is a rare directors meeting that she doesn't have copies of items from various professional publications to distribute and briefly mention and or discuss with the directors. She tries to always give them copies of the *Library Journal* special pages covering the latest genre items, such as romance, Christian fiction, westerns, mysteries, etc. Also included are items they might want to purchase for their professional use. Only two libraries receive *LJ* and none receive *Library Administration Digest* which are the two sources she shares most often.

The consultant in western Kentucky used Publishers Weekly, Library Journal and School Library Journal to stay current with what is coming out and what our libraries will more than likely be purchasing for their patrons. On occasion, they have checked out some issues to library staff who are taking online classes and need to complete a homework assignment by using one of these tools. They may also use them for ideas of topics to cover in *SelectioNotes*. They are used as examples of tools libraries need to use in workshops and discussions in directors meetings and other staff development activities.

**Anecdotal Info**

One library staff from southeastern Kentucky sent me an email saying, "Thanks so much for your presence at the performance. It meant a great deal to me...Than you for your understanding and support..."

"My library directors, children's staff and bookmobile staff like to read the Rural Libraries Newsletter, Library Administrators Digest, and other tools that were new to them. Library Hotline is a big hit with new readers who never realized that news it just that fast. Of course, they would never dream of just logging on or reading ALA news! This year I may lean toward more in-house how-to books such as policies and etc."

"One director now has my copy of *RFP*. Another has three or four books on statistics. Still another director has one book on library policies and procedures and one on dealing with difficult people. Most of the time anywhere from 2-6 are being borrowed by directors. Sometimes they decide to purchase a copy of a book they find useful."

# LSTA ANNUAL PROJECT REPORT KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES

**FY2003**

**Project # 4C1a**

**Funds Awarded: \$5,245**

**Project Title: Library Programming Subgrant-Allen County**

**KDLA Project Monitor: Tezeta G. Lynes**

**Number of Persons Served: 25**

**Congressional District Served: First**

## **SUBGRANT INFORMATION (if applicable)**

**Library Name: Allen County Public Library**

**Project Director: Martha Martin**

**Phone Number: 270-239-3861**

**Fax Number: 270-237-4095**

**Email: martha@allencountylibrary.com**

**Library URL: http://www.allencountylibrary.com/**

**Library Address: 106 W. Main Street, Scottsville, KY 42164**

## **LSTA Purpose**

**Services for Lifelong Learning**

## **State Goal**

☒ Strengthen libraries as resources in meeting economic, educational, cultural, and recreational needs

## **IMLS Primary Performance Category**

☒ Tools for the future

## **IMLS Secondary Performance Category**

☒ Education

## **Primary Users**

☒ Adults

☒ People with special needs

## **Primary Service**

☒ Continuing education for public

☒ Economic development

☒ Training for the public

**Start Date 10/01/02**

**End Date 09/30/03**

**Project Purpose**

To provide hope, assistance, and training for job/career planning and resume writing to county residents who became unemployed due to the loss of local manufacturing jobs and to other unemployed residents of the county.

**Project Activities/Methods**

One third of the workforce in this county is manufacturing orientated. Last year two of the largest manufacturing employers in the county announced plans to terminate 200 employees. Because the majority of those employees are high school/GED with minimal training in resume writing or employment seeking skills the library offered classes on writing resumes. They had anticipated providing human resource personnel to work with participants and a Job Fair. However, they faced many obstacles in achieving their objectives.

Sign-up sheets were available around the county and unemployed persons identified. In a few weeks, anxiety over job loss seemed to have lessened and motivation for training diminishing causing class attendance declined. This could probably also be attributed to the Holiday season. The project director made inquiring calls to program participants in an attempt to lure them back, but had a difficult time.

According to the project director, the library experienced a number of obstacles during this second quarter of the grant period. These difficulties led to a further decline in attendance and eventually no shows. One of the obstacles was the disruption in library programming caused by having to replace the library's heating system. Then there were unusually severe winter weather conditions, and finally the departure of the library director. The Job Fair scheduled was cancelled for the lack of time and interest.

Items purchased with grant funds included software and books on writing resumes, pens & pencils, paper, name tags, diskettes, ink cartridges, notebook binders and poster boards. Grant funds were spent on instructor salary and advertisement in local newspapers. Four computers were purchased with local funds.

**Project Outputs**

13 individuals signed up at the initial start of the program promotion and advertising. Three eight week courses were held at the library.

5 people actually did write and polish their resumes. One participant got a job and had to quit in the middle of the sessions. A number of people are anxiously awaiting a job interview at the newest company in town.

Items purchased with grant funds included software and books on writing resumes, pens & pencils, paper, name tags, diskettes, ink cartridges, notebook binders and poster boards. Grant funds were spent on instructor salary and advertisement in local newspapers. Four computers were purchased with local funds.

**Project Outcomes (What were the results?)**

There were a number of scheduling delays and cancellations that probably attributed to the number of in-house staff changes at the library, including personnel and management problems that existed at the library. The person who wrote the project was the initial project director. Another staff took over and by the end of the second quarter, it was back to the initial project director. Meanwhile, the director at the start of the project resigned leaving behind a lack of direction at the library. When a new director was finally on board, the focus changed.

## **Project 4C1a**

The initial instructor resigned her position and was replaced by someone from outside the county. The project director felt that many of the local citizens "were not comfortable with" unfamiliar faces thus shying away from the program.

The library heating system had to be replaced causing the library to be closed for two weeks. Months of using the programming room for storing heating/cooling equipment was another one of the physical obstacles and hinderances to the success of this program.

Since a new business that moved to town required formal resumes with prospective employees, the classes at the library was beneficial to those who attended the classes.

### **Additional Project Outcomes (What are the data sources?)**

Students found the classes to be very helpful. They stated that the instruction helped them gain skills in the workplace.

The electronic resume program will be installed on a public computer station and materials will be added to the library's circulating collection.

### **Anecdotal Info**

One participant commented that the classes really helped her see the weaknesses and strengths of her personality and abilities.

# **LSTA ANNUAL PROJECT REPORT KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**

**FY2003**

**Project # 4C1b**

**Funds Awarded: \$3,116**

**Project Title: Library Programming Subgrant-Bell County**

**KDLA Project Monitor: Tezeta G. Lynes**

**Number of Persons Served: 500**

**Congressional District Served: 5th**

## **SUBGRANT INFORMATION (if applicable)**

**Library Name: Bell County Public Library System**

**Project Director: Ron Day**

**Phone Number: 606-337-3422**

**Fax Number: 606-337-9862**

**Email: pinevillelib@tcnet.net**

**Library URL: http://www.tcnet.net/~pinevillelib/**

**Library Address: Pineville Branch, P.O.Box 1490, Pineville, KY 40977-1490.**

## **LSTA Purpose**

**Services for Lifelong Learning**

## **State Goal**

☒ Support creation of work environment which fosters productivity and innovation

## **IMLS Primary Performance Category**

☒ Tools for the future

## **IMLS Secondary Performance Category**

☒ Communities

## **Primary Users**

☒ Adults

☒ People with special needs

☒ Senior citizens

## **Primary Service**

☒ Cultural heritage programs

☒ Economic development

☒ Rural library services

**Start Date 10/01/02**

**End Date 09/30/03**

**Project Purpose**

To offer a series of programs focusing on improving self esteem, creating a sense of self worth, and developing financial independence and cultural rehabilitation for those in the lower socioeconomic ladder. The program featured classes in crafts, marketing, self-improvement, and created a Web directory of area craftpersons and artisans who wish to market their products.

**Project Activities/Methods**

The S.O.S: Sharing Our Selves project was modeled on a successful program that ran for three years in the county in the 1980's but was expanded upon to take advantage of new technologies. The two main components are an annual series of classes in crafts, marketing and self-improvement, and the creation of a Web directory of area craftsperson's and artisans who wish to market their products. There was much publicizing in local newspapers. Posters were prominently displayed at local businesses, stores, banks, Housing Authority, Health Department, resource centers, post offices, the Courthouse, and the local YMCA.

The library purchased a digital camera for recording pictures for PR, for the library website, and for other photo needs. The project manager did some selection and ordering of books, equipment, videos and magazines, etc.

Most of the activities of the second and third quarters of the project had to canceled due to weather conditions and competition from other community events.

Local craftspersons who were to be identified for a Bell County Artisans and Craftspersons website showed little interest. At this time, the website was redirected to become a directory of established craft guilds and shops in the area. Individuals were added as they were discovered and/or upon invitation. The website of local artisans was created and made available at [www.tcnet.net/~pinevillelib/crafters.htm](http://www.tcnet.net/~pinevillelib/crafters.htm)

During the course of the project months, a potter, a photographer, a local painter, and a wreath maker displayed their wares. A senior citizens art class from the local community college displayed their works at the conclusion of their session.

The craft demonstration did not take place, as was originally planned. It was held prior to the program year and a repeat performance did not raise much interest. In it's place, the library and its crafters got involved in a number of local fairs and festivals that featured craft exhibitors. Kentucky Mountain Laurel Festival (May), Poke Sallet Festival (June), County Fair (July), Kingdom Come Swapping Meeting and World Chicken Festival in September, and the Cumberland Mountain Fall Festival (October).

**Project Outputs**

Books on crafts, videos and magazine subscriptions and a video camera were purchased. The provision of craft magazines for the two libraries and the bookmobile proved that there IS an interest; therefore the library has chosen to maintain subscriptions for some of them beyond the grant year.

Of the 31 workshops which were scheduled to take place, about half of these took place without a hitch. Five were cancelled because of low registrations. Five more were cancelled because of no registrants. Three workshops saw the demise when either the instructor did not show up, or cancelled the workshop. One session, with a visit to an herb farm was rained out twice and had to be cancelled on both occasions despite a large number of registrants. One session never took place after the library received calls from a majority of the registrants who cancelled at the last minute.

Sample titles of videos and audios titles purchased by the Library are:

Learning Guitar for Dummies; Stained Glass for Beginners; Christopher Lowell's 7 Layers of Design; Knitting, Crochet, Quilting; Wondrous Wreaths; Garden Pond Basics; How to Draw Comics the Marvel Way; Wild About Herbs; Toymaker's Workshop; and RubberSTamping with Dee Greuning

**Project Outcomes (What were the results?)**

When the major announcement about the S.O.S. project was announced, a friend of the library contributed 4 magazine subscriptions in addition to what was being purchased through grant funds. Volunteer instructors came from the ranks of those who had participated in the S.O.S. 10 years ago.

An instructor who remembered S.O.S from 10 years ago and who normally charged \$1,050, taught the MS Word workshop for free. Another instructor began offering regular workshops in and outside the library. Some attendees, wanting more workshop opportunities, have asked that the library schedule regular monthly workshops after the conclusion of the S.O.S. project year.

The public began to think of their library as a clearinghouse for things related to arts and crafts. A major benefit has been the access for patrons to the craft magazines for both the libraries and bookmobile. They realized that the library is dedicated to providing materials and programming that will help them improve their lives through learning new skills and (potentially) increasing their income through marketing.

**Additional Project Outcomes (What are the data sources?)**

Persons who were not regular library patrons began to attend library programs. They were asking for more programs. They asked to serve on committees and inquired about future programs. The director has made a commitment to try and keep up with the demand by scheduling more programs at the library. There is no meeting room at the Pineville location; therefore staff must volunteer to do programming after library hours at the library. On the other hand, the Middlesboro location has a meeting space so programs have been scheduled to be held during library hours.

**Anecdotal Info**

Individuals who participated in the S.O.S program of ten years ago said, "Oh, I hoped that would start up again. Thank you!"

I like to learn new things. Thank you for this. I have wanted to know how to do genealogy. Everyone I know is doing scrapbooking. Now, I am hooked too! Can we do this again next week?

# **LSTA ANNUAL PROJECT REPORT KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**

**FY2003**

**Project # 4C1c**

**Funds Awarded: \$3,837**

**Project Title: Library Programming Subgrant-Bullitt County**

**KDLA Project Monitor: Tezeta G. Lynes**

**Number of Persons Served: 594**

**Congressional District Served: Second**

## **SUBGRANT INFORMATION (if applicable)**

**Library Name: Bullitt County Public Library**

**Project Director: Randy Matlow**

**Phone Number: 502-543-7675**

**Fax Number: 502-543-5487**

**Email: bcpl@iglou.com**

**Library URL: http://www.bcplib.org/**

**Library Address: 127 N. Walnut Street, Shepherdsville, KY 40165**

## **LSTA Purpose**

**Services for Lifelong Learning**

## **State Goal**

☒ Strengthen libraries as resources in meeting economic, educational, cultural, and recreational needs

## **IMLS Primary Performance Category**

☒ Families and Children

## **IMLS Secondary Performance Category**

☒ Tools for the future

## **Primary Users**

☒ Adults

☒ Children

☒ Young adults and teens

## **Primary Service**

☒ Continuing education for public

☒ Education related services for children and teens

☒ Training for the public

**Start Date 10-0-02**

**End Date 9-30-03**

**Project Purpose**

To encourage and inspire youth and adults who write as a hobby or for those who wish to take their creative and poetry writing skills to a higher level by promoting, publicizing and conducting a series of creative writing workshops and contests.

**Project Activities/Methods**

The library targeted teachers and students of all 18 public schools within the county. Flyers were distributed in the community and announcements were carried on radio, TV, local and regional newspapers. Library staff visited schools placing flyers in every teacher's mailbox. The library purchased a resource collection of books on writing techniques and publishing opportunities.

Two poetry writing workshops were held at the library by a published poet and director of the Kentucky Writers' Coalition. The instructor has taught at the University of Louisville and Jefferson Community College. The poetry writing contest was publicized with a December deadline for submitting an entry and all aspiring writers and contest entrants were invited to a grand finale celebration in January. Winners read their poems to the audience and received their prizes donated by local businesses. Media reporters and photographers from the Courier Journal (Louisville) and The Pioneer News (Shepherdsville) were present to catch a glimpse of the excitement and produced articles within the next few days.

The second quarter of creative writing focusing on short stories. Two workshops were held. Unlike the poetry series, this was restricted to high school and adults only. Residents from outside Bullitt County showed interest in taking part in the activities of the creative writing workshops and contests, but participation was restricted to county tax payers and residents only.

Although the numbers (25) of the creative writing workshops and contests were not as impressive as the poetry contest (200+), the quality of submissions was excellent. Family and friends celebrated the winners with a special gathering and an award ceremony at the Bullitt county main branch.

Finally, to celebrate the end of the 2003 poetry/writing workshops, contests, the release of the 2003 poetry book, and the beginning of the 2004 contests an open mike night was scheduled at each of the four branches in the library district. This event was publicized in the Courier Journal and The Pioneer News; Bullitt County public schools; and day care and adult learning centers. The workshop presenter hosted open mike nights at each location. Every contestant received his/her personal copy of "And the Winners Are...". Copies of the books were placed at all area school and public libraries. In addition to being published in book form, the winners, their writings and photographs are on the library's website.

**Project Outputs**

Two poetry writing workshops and two creative writing/prose workshops were conducted by an instructor paid through grant funds. 24 people participated in the workshops.

The library received entries from 239 contestants for the poetry competition. They came from elementary, middle and high school aged children as well as from adults. Forty percent of entries were from high school students and adults. Over 200 persons from the community crowded at the library for the Grand Finale. 13 contestants (high school grades and adults) took part in the creative writing contest.

In addition to several posters, software such as Dream Weaver, Adobe Acrobat, and Flash were purchased for the purpose of publishing contestants' prose and poetry on the library's website. Several print resources were purchased for the purpose of providing participants with information on how to improve

their writing, how to become published, and to introduce them to groups of like-minded writers. Some titles purchased were: The Louisville Review, Kentucky Writers Coalition Newsletter, Poetry Anthology (Parisi), latest edition of Poets' Market (Breen), and Writing Down the Bones (Goldberg). There were additional resources purchased specifically for the writing workshops: Beyond the River, Rest Easy, Understanding Fiction, and Writers' Market.

Other book titles purchased with grant funds included, How to Publish Your Poetry: A Complete Guide; In the Palm of Your Hand: A Poet's Protable Workshop; Poems From Homeroom: A Writer's Place to Start; Poetry From A to Z: A Guide for Young Writers; How to Write a Poem; and How to Write Poetry.

**Project Outcomes (What were the results?)**

While attendance was low for the workshop sessions, those who came participated in reading and critiquing each others work, exchanging phone numbers and forming a monthly poets meeting to be held at the library.

Both the poetry and short story events managed to cast this library system in a positive light within the community and from outside the county as well. Many residents from surrounding counties were eager to take part in the events, but it was against the library's existing subgrant policy. Nevertheless, creating this writing outlet for the community has captured the attention of people in surrounding counties as well.

The project director remarked that a major accomplishment has been to provide moral support for budding writers giving them an outlet for their creativity and encouraging them to keep on writing. Not only is this an outlet for writing, but one of speaking in public as well. It was not an easy task for some contestants to read their winning piece in public, but to the delight of the audience many hesitant and very shy children and adults finally opted to stand up and read. Others were not so courageous.

For some participants this was a new and welcome exposure to their local library. Participants were heard saying that they would visit the library in the future and take part in the monthly writers' meetings. Those not familiar with the library have now had a positive experience with the library. This experience will bring the realization that the library is a major asset to the community.

Several public school teachers and librarians have suggested the possibility of a joint school/public library projects such as a poetry slam, an open-mike night and book club/discussion groups.

**Additional Project Outcomes (What are the data sources?)**

A monthly poets' meeting is in full swing and being held at the library. This originated from the initial group that met at the workshops.

Due to the popularity of these events among school age children and adults, the library will continue with an annual poetry and short story writing contest albeit on a much smaller scale. Depending on funds and other circumstances, residents from surrounding counties may be eligible to participate in the future. Works from winning submissions and honorable mentions will be included in a book to be published by library resources.

One of the highlights of this grant was the increase in interest that has been generated from outside the county. One gentleman drove from another town to read at one of the open-mike sessions even though he was not eligible to enter the contest from an outside county.

A lot of pride and excitement was in the faces of school officials and teachers as the director of the library went from school to school to deliver the final product. At one school, the librarian could not get her hands on the published book as it was being passed around from teacher to teacher, with much pride.

Families gathered at the library just to hear a family member read his/her work of art. Parents, siblings, and extended family members practically exploded with pride when handed copies of the poetry book.

### **Anecdotal Info**

From the Library Director: "Over and over I have seen parents, grandparents, siblings, and friends, practically bust their buttons with pride when handed copies of the poetry book. They would stand right there and look up the page number, turn to that page, and ooh and aah, and say, 'doesn't that look nice?' 'How does it feel to be a published author?' Through our poetry and creative writing contests we have increased awareness of the power of the written word. I've seen the looks of awe on people's faces as someone read their prose aloud. I've heard the audible gasps at a surprising twist at the end of an emotional passage."

An elderly gentleman presented his granddaughter with long stem roses after she read her work at an open-mike session.

According to the high school author of "Mourning Dove" the poem was written after a visit to a cemetery near her home. She heard a noise, saw a bird and wrote about the experience. Upon completing the poem, even the author was surprised that it contained a deeper meaning. The poem drew emotional response from some members of the audience. She later received congratulatory hugs from her father and was swarmed by many excited friends. She won two free dinners to Cracker Barrel, which she gave to her grandparents. She made this tribute saying that her grandmother has saved many of the poems she wrote throughout her childhood.

One of the more touching winners was the poem, "Why?" written by a 13 year old seventh grade girl. This poem, about a boy being ridiculed by his peers, came from watching how people treated each other at school. It earned her an American Flag watch donated by a local business.

'I have never seen so many people in the library at one time', said the library staff who organized similar contests for the past two years.

### **Exemplary Reason**

The library recommends that other libraries consider a similar project. They discovered there is a wealth of writers out there with not previous outlet for their work. This project can be customized to fit any library regardless of its size. It supports multigenerational programming because it involves every family member that is able, willing and with some level of burning desire to write. This project has been a positive impact on local writers, says the library director. Not only do they have our library and community support and recognition, but we have alerted them to other state/national contests and publishing opportunities. I tell them all that someday I'll be able to say to them, "I knew you when..." Without LSTA this would not have been possible. People in our community are looking at the library as an outlet for their work.

# **LSTA ANNUAL PROJECT REPORT KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**

**FY2003**

**Project # 4C1d**

**Funds Awarded: \$4,170**

**Project Title: Library Programming Subgrant-Carroll County**

**KDLA Project Monitor: Tezeta G. Lynes**

**Number of Persons Served: 600**

**Congressional District Served: Fourth**

## **SUBGRANT INFORMATION (if applicable)**

**Library Name: Carroll County Public Library**

**Project Director: Jarrett Boyd**

**Phone Number: 502-732-7020**

**Fax Number: 502-732-7122**

**Email: jarrett.boyd@mail.state.ky.us**

**Library URL: http://www.carrollcolibrary.org/**

**Library Address: 136 Court Street, Carrollton, KY 41008**

## **LSTA Purpose**

**Library Technology, Connectivity and Services**

## **State Goal**

☒ Strengthen libraries as resources in meeting economic, educational, cultural, and recreational needs

## **IMLS Primary Performance Category**

☒ Cultural Heritage

## **IMLS Secondary Performance Category**

☒ Communities

## **Primary Users**

☒ Adults

☒ People with special needs

☒ Senior citizens

## **Primary Service**

☒ Cultural heritage programs

☒ Literacy programs

☒ Outreach services

**Start Date 10/01/02**

**End Date 09/30/03**

**Project Purpose**

Provided a series of cultural programming designed to involve the older adults of the community by fostering an experience that the library is not only books, but the community's cultural center as well.

**Project Activities/Methods**

Wednesdays @ One began in October when a well known local newspaper columnist dealt with her writing experiences and shared some of her more popular column articles. In November, a self proclaimed naturalist instructed the audience on providing backyard habitat for birds native to Carroll County. For December, an acappella gospel quartet shared educational information about the tradition of gospel music, the development of their own group, and concluded with a singing.

January's program showcased a storyteller and musician who did both storytelling and educating the audience about the history of musical instruments. The following month featured the host of a weekly radio show from Cincinnati, who is also an author, a keynote speaker, teacher/trainer, and a professional storyteller. Her stories highlighted historical figures relating to abolition and the Underground Railroad and folk tales coming out of the African American tradition. As part of Saint Patrick's celebration, a Celtic group celebrated Irish music as they played, sang, and told the history behind the songs.

The Library celebrated National Poetry Month with acclaimed internationally known Kentucky poet Ron Whitehead. He was joined by 12 poets from his Jefferson Community College Carrollton campus creative writing class. May focused on the history, tradition and music of the dulcimer and at the next program a retired professor took his audience on an incredible photographic tour of the American Southwest, its landscape, flora and fauna, and the Continental Divide.

The final three Wednesdays @ One educational and informational programs continued to involve wide community participation at the library. Sixty two persons were at the scholarly and entertaining discussion on the history of old-time fiddle music in Kentucky. Next was a walk down memory lane with a versatile musical duo from Cincinnati who dazzled the audience by their instrumental abilities. The year's programs concluded with the audience being drawn into discussions of the Civil War in Story and Song. A wide variety of topics concerning the period 1861-1865 were led by a former Director of Indiana Junior Historical Society who has brought history to life for thousands of people throughout the country.

In addition to phone calls to the senior citizens centers, advertising was done in local newspapers, bookmarks, monthly postcards, radio, and of course the bulletin board by the circulation desk. Also, one of the most effective methods of promoting the programs was through stories and ads in a local paper. Books and materials relating to the subject matter were put on display before, during and after each performance.

**Project Outputs**

Twelve monthly programs were presented on the second Wednesday of each month at 1:00 p.m., thus the name, Wednesdays @ One. The very first program held in October 2002 saw the lowest attendance with 15, however by September 2003 the audience size at these programs had swelled to 68, which was one of the if not the largest group to attend a single one of these sessions. The total number of citizens who attended all 12 sessions was 600.

**Project Outcomes (What were the results?)**

Due to its popularity and the positive impact on the community, Fiscal Court agreed to help fund the 2004 series of Wednesdays @ One.

The library did not achieve its goal to increase outreach circulation by 5% or 390 items, but there was an increase in circulation by 180 items.

Retired citizens were the main group targeted for this project. Reports have come to library staff that the senior community loved and have come to expect these programs on a regular basis. Participants filled out evaluation forms after each program and often suggested other topics that they would like to learn about for future programs.

**Additional Project Outcomes (What are the data sources?)**

The Board of Trustees hired a consulting firm to complete interviews with county residents to determine attitudes toward the library. Because of the extensive programming i.e. this project, the library is well known and considered to be a busy place. At the end of each program, staff noticed the audiences lingering around to review the resources on display. They found themselves enjoying the camaraderie at the library and seemed to enjoy asking more questions and talking to the various presenters.

Library staff believe that as a result of Wednesdays @ One, their community now better recognizes the library as 'more than just books'. These programs have generated a 'buzz' about what goes on inside the library, said Director Boyd.

**Anecdotal Info**

The library director said, "Our audience is telling us they can't wait until the next program and are asking questions about future programs. We have some who come early so they can be sure to get a front row seat."

Wonderful inspiring program. Would have enjoyed more!

**Exemplary Reason**

This project is an innovative way to reach older citizens. An abundance of programming is usually offered for children and young adults. Aside from books by mail and bookmobile service older adults are often overlooked. This program really stimulated their interest. It was entertaining as well as informative and educational. Although it takes advance planning to schedule interesting and affordable programs for a year, this project is pretty easy for any library to duplicate.

# **LSTA ANNUAL PROJECT REPORT KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**

**FY2003**

**Project # 4C1e**

**Funds Awarded: \$5,786**

**Project Title: Library Programming Subgrants-Casey County**

**KDLA Project Monitor: Tezeta G. Lynes**

**Number of Persons Served: 74**

**Congressional District Served: Second**

## **SUBGRANT INFORMATION (if applicable)**

**Library Name: Casey County Public Library**

**Project Director: Jan Banks**

**Phone Number: 606-787-9381**

**Fax Number: 606-787-7720**

**Email: staff@caseylibrary.org**

**Library URL: http://www.caseylibrary.org/**

**Library Address: 238 Middleburg Street, Liberty KY 42539**

## **LSTA Purpose**

**Services for Lifelong Learning**

## **State Goal**

☒ Strengthen libraries as resources in meeting economic, educational, cultural, and recreational needs

## **IMLS Primary Performance Category**

☒ Families and Children

## **IMLS Secondary Performance Category**

☒ Education

## **Primary Users**

- ☒ Children
- ☒ Rural populations
- ☒ Young adults and teens

## **Primary Service**

- ☒ Education related services for children and teens
- ☒ Literacy programs
- ☒ Rural library services

**Start Date 10/01/02**

**End Date 09/30/03**

**Project Purpose**

The goal of the project was to make reading "Come Alive" for children in the 3<sup>rd</sup> to 6<sup>th</sup> grades, with the ultimate goal of helping them discover the joy of reading, improve their reading ability, and increase their reading for pleasure.

**Project Activities/Methods**

Quarterly "themes" were conducted during this project entitled, Reading Comes Alive. Each quarter came with a series of programs revolving around a specific theme. At the beginning of the first quarter students were given directions, reading sheets, and prize possibilities, along with score sheets for keeping tally. Points were earned in a variety of ways (read a mystery for 20 points; five books by the same author, 75 points; 8 points for reading 30 minutes; etc.) with goal prizes earned from 20-400 points.

The first quarter theme was "Legendary Adventures Await" which had a medieval core. After an exciting visit from the storytelling team, Badeye and Wanda, two programs were conducted. Model castles were built by participants and a medieval banquet was assembled. A book discussion was held on the books chosen for the theme.

The second quarter was "Read What Grabs You", which was the most successful of the series. The "mad scientist" from Western Kentucky University kicked off the quarter's theme with the Magical Chemical Show. Alien Autopsies was a big hit as each child did a brain autopsy on his/her jello alien. Several activities and book discussions were held after which each reader gave an oral book 'report' telling the group whether the book should be thumbs up or a thumbs down.

Next came the theme "Exploring New Frontiers" held in conjunction with the 2003 Reading Expedition summer reading program. There were field trips (one on a school day) -- a "Riders in the Sky" concert at Center College in Danville. A scavenger hunt was held covering interesting facts and history of Kentucky. Back at the library, students participated in a mock trial for Jesse James and watched a Chautauqua performance of Simon Kenton. Books on these topics were discussed, oral reviews done and prizes from local businesses distributed.

The last quarter began with a continuation of the "Reading Expedition" summer program. The month of September began with the "Ancient Empires" unit which included discussions about ancient empires, an activity of campfire songs and stories. A Native American from the area talked of his heritage with interactive story telling and dance. A field trip to the Lexington Children's Theatre Greek play, Androcles and the Lion was a big hit.

**Project Outputs**

The goal of reaching 12% of the target group did not happen, but the program did reach 10% of the group. Further, attendance did improve over the life of the program, rising from 42 in the first quarter to 87 in the final. The average number of programs attended was 4, with posters and friends being the most common way children heard about the program. Circulation increased from 104 books in the first quarter, 194 for the second, 364 for the third, and 334 for the fourth.

More than 100 children and adults were present for the opening session. The project has had about half the number of parents as students attending programs. This enabled the project director to gain plenty of parental assistance where needed.

**Project Outcomes (What were the results?)**

Themed reading units were produced, each consisting of several programs with monthly activities. Incorporated into this theme were guest presentations, intergenerational activities, virtual tours, drama, art, music and technology.

Interest shown by local businesses was well appreciated. The local 21st Century Community Learning Center matched the cost of some of the presenters. Others paid for prizes given to participants who reached reading goals. One bank promised to give up to eight \$50 saving bonds, another business provided pizza and another a \$20 gift certificate for shopping. A video store gave the library free video and game rental for children who reached their reading goals. A local fast food restaurant has given snacks, coupons and donations for a field trip.

The local newspaper has been very helpful in running a number of free ads, articles, and photos of activities.

Further, the project was conducted in close cooperation with local elementary school teachers and school librarians, coordinating the activities with county wide activities and events.

Academic reading distress, widespread reading apathy, and lack of recreational resources were addressed. In follow-up, it was discovered that in one class the reading level increased from 6.2% to 6.9%, and in another class levels increased 5.9% to 6.4%.

Surveys conducted of the children found that reading moved up the scale of favorite pastimes in 4 instances, while hours read pre week increased from 1-2 hours to 2-3 hours in six surveys, and up to 3-4 hours in one case. Group activities and trips came out as the part of the program which they liked most, with prizes running a close second. The average number of programs attended was 4, with posters and friends being the most common way children heard about the program.

Circulation increased from 104 books in the first quarter, 194 for the second, 364 for the third, and 334 for the fourth. Because many student read books from their own libraries and school libraries, this figure is actually higher.

**Additional Project Outcomes (What are the data sources?)**

According to the Performance Report for Reading Trends, reading scores for the elementary schools in the apprentice and proficient areas increased between 2002 and 2003. Teachers who had the most participating students were asked to fill out surveys. These illustrated an impact in reading comprehension and evidenced by reading assessments for these participants. One teacher noted that reading attentiveness in content studies increased, and that there was improved behavior and attentiveness after reading breaks. Thus she also noted that she saw a dramatic increase in reading interest that positively addresses reading apathy.

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**Anecdotal Info**

From Teachers;

"I feel that my students now find reading to be an "out of school" recreational activity that they can share with their peers.

"Students tell me about the books they heard at the library. The program has given the students an awareness of what the public library has to offer. I also like the ideas of kids getting together outside of school. I would like to see all children participate in such a program."

From a Home School Mom; "My daughter reads more just after the Saturday activities, but reading for pleasure is part of our school work. The most important part of this program was the reinforcement of the importance of reading and the sharing of activities and books.

From a 5<sup>th</sup> grader: "I told everyone at school how cool it was -- it was really cool."

From a parent: "It's so great that you all do these kinds of programs. My daughter absolutely loves them."

One child too old to participate: "I wish I could still do these programs -- when are you going to have them for older kids?"

Mom of a 5<sup>th</sup> grader: "She has never wanted to come to anything, but she told me she wanted to come and see the "mad scientist."

4<sup>th</sup> grader: "I can't wait to come back next time to see what we are going to do."

Parent: "My daughter has talked about this all month."

**Exemplary Reason**

The results of this program proved that participating children did increase their reading skills and also developed a love for reading. It also brought together the library, local schools, businesses and media. The sense of cooperation and enthusiasm was a bonus for the whole community.

The library recommends that other libraries try this type of programming as it was well worth the effort. They felt it was very rewarding to see the enjoyment that the students get from all the flurry of activity and events, but they also caution that anyone considering the project should not underestimate the time it takes to get it all together. Disorganization or a lack of committed staff could be a drawback.

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# **LSTA ANNUAL PROJECT REPORT KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**

**FY2003**

**Project # 4C1f**

**Funds Awarded: \$7,020**

**Project Title: Library Programming Subgrant-Kenton County**

**KDLA Project Monitor: Tezeta G. Lynes**

**Number of Persons Served: 500**

**Congressional District Served: Fourth**

## **SUBGRANT INFORMATION (if applicable)**

**Library Name: Kenton County Public Library**

**Project Director: Sara P. Howrey**

**Phone Number: 859-491-7610**

**Fax Number: 859-655-7960**

**Email: showrey@kenton.lib.ky.us**

**Library URL: http://www.kenton.lib.ky.us/**

**Library Address: 502 Scott Boulevard, Covington, KY 41011**

## **LSTA Purpose**

**Services - People Having Difficulty Using Library**

## **State Goal**

☒ Strengthen libraries as resources in meeting economic, educational, cultural, and recreational needs

## **IMLS Primary Performance Category**

☒ Cultural Heritage

## **IMLS Secondary Performance Category**

☒ Families and Children

## **Primary Users**

☒ Adults

☒ Children

☒ Young adults and teens

## **Primary Service**

☒ Cultural heritage programs

☒ Intergenerational services

☒ Literacy programs

**Start Date 10/01/02**

**End Date 09/30/03**

**Project Purpose**

This project presented eight library programs called Bilingual Storytime designed to help address the literacy and cultural heritage needs of Hispanic/Latino families, and to help English speaking residents who are attempting to learn the Spanish language to appreciate the literature and cultural heritage of Hispanic/Latino peoples.

**Project Activities/Methods**

During the first quarter of the grant, the library presented monthly bilingual story times which included participation of a Spanish interpreter. The library is very fortunate to have a nationally-recognized Hispanic author of adult and children's materials living in their community several months of the year. The author attended one story time and visited two school locations for student visits.

There was a special outreach bilingual storytime for a parent-teacher meeting at an elementary school; storytimes at library branches; and weekly bilingual storytimes during their Summer Reading Club 2003.

The library presented more than twice as many bilingual storytimes as was originally planned because they became efficient with funds and received the generous and unexpected support of many volunteer translators. Instead of the 8 programs originally planned, a total of 18 programs were held.

The library found that it takes authentic Spanish-speaking community partners to provide the right sound and look to bilingual story time and, most importantly, to attract both Latino and non-Latino families. The library started out with four community partners but expanded to seven. Every community partner was willing to read stories and poems, helped with crafts, publicized the program and brought friends and families.

Thanks to student volunteers who helped with decorations and crafts, the meeting room was transformed each month into a fiesta day with authentic Mexican or home-made pinatas, hand-made cascarones and fiesta flags, and a large selection of bilingual ALA posters.

English and Spanish special bibliographies prepared by the Association for library Services to Children were distributed.

**Project Outputs**

Program attendance ranged from 25 at the smallest program to 145 at the largest including persons from the United States, Guatemala, Mexico, Uruguay, Columbia, Peru, The Philippines and Venezuela..

The collection development librarians made a special effort to build the library's collection of Spanish and bilingual books for both children and adults. Between October and December, the library added 256 Spanish language books to its collection, including 99 juvenile fiction, 21 juvenile nonfiction, and 138 adult fiction and nonfiction Spanish language books.

Cooperative staff in the Community Relations department at the library promoted all storytimes creating a total of nine colorful bilingual flyers. There were also photo releases, newspaper calendar announcements, feature articles for newspaper and library bulletins, and tv interviews. They also created a Spanish language brochure describing all library services and programming. Participation and partnerships with local Hispanic/Latino agencies grew from four to ten as the weeks and months rolled by.

**Project Outcomes (What were the results?)**

This program furthered the objectives of the library to provide a diverse array of books, materials and programs and services to meet the community needs. Those who attended the programs were treated to an introduction to Latino/Hispanic culture supported by an outstanding collection of books and music. Many gave of their time to assist with preparations and program presentations. Crowds from all cultures appreciated the music, the crafts, the food, the poetry, the stories, and the library. This type of mingling bridged the gap and alleviated fears and stereotypes people may have had and as one said this experience helped "meet all the wonderful people from different Hispanic cultures". Another said, "What do you want me to do? I'll be there."

Thirty-six of the forty participants who did not have a library card, said they were planning on getting one. Every participant said they learned at least a few Spanish or English words.

**Additional Project Outcomes (What are the data sources?)**

To make certain outcomes were documented, the library staff developed a number of reporting forms for use in registering participants, keeping track of attendance figures for presenters, musicians, and attendees and allowing participants to evaluate the storytime.

The library received an amazing 60 positive survey responses to questions about helping with additional bilingual storytimes.

Based on the success of this program, the Board of Trustees approved a budget to be used for bilingual programs and additions to the professional collections of Spanish and bilingual books.

The quality of this program found national prominence and exposure among other professionals when a feature article appeared with front cover status in the October 2003 issue of the American Libraries, the magazine for the American Library Association. This article was written by the project director at Kenton County Public Library.

Hearing a non-Latino child say they would like to be Mexican is a triumph of the way in which the library presented the rich culture of Hispanic peoples.

The library attracted the attention of the Ohio Library Council committee on diversity. They have asked the Kentucky library and Hispanic community partners to present a demonstration of bilingual storytime at its next Best Practices Meeting in August 2004.

Because of efforts to include them in programming, the library now has many new friends in the Latino/Hispanic community. Library staff are now on a first name basis with local Latino merchants and are now being invited to events in support of the community.

The library has become a focal point in the community for showcasing Hispanic/Latino culture. "We have everything going for us to continue in that role," said the project director.

Nationally known author Pat Mora has become a friend and advocate of bilingual storytime at the Kenton County Public Library, making positive comments everywhere she goes in the library world.

**Anecdotal Info**

One non-Hispanic girl was overheard telling her mother, "I wish I were Mexican."

Bilingual storytime was a great and fun approach for the family to learn a new language and a different culture. The Latinos who attended storytime were really interested in having a fun time and are always open to attend different events. They also appreciate how much people care about the Latino community."

From a presenter: "I am amazed and delighted by the bilingual storytimes at the Kenton County Public Library. Latinos and non-Latinos attended the event at which I spoke. We all enjoyed books, crafts, music, snacks and laughter. 'Que gusto ver estas actividades en Kentucky' ".

"... I was delighted to see how much interest and enthusiasm there is among non-Hispanics in getting to know our many Hispanic cultures."

**Exemplary Reason**

This is a wonderful example of celebrating diversity. This program promotes participation from Latino and non-Latino populations. English speaking and Spanish speaking participants in bilingual story time get to know one another, to accept responsibility for the success of the program and to become a family of sorts. The library was asked to present a demonstration bilingual storytime at the Kentucky Library Association Annual meeting and at the Ohio -Kentucky-Indiana Children's literature Conference in November. The library has also been recognized by ALA and the Ohio Library Council Committee on Diversity.

# **LSTA ANNUAL PROJECT REPORT KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**

**FY2003**

**Project # 4C1g**

**Funds Awarded: \$9,999**

**Project Title: Library Programming Subgrant-Scott County**

**KDLA Project Monitor: Tezeta G. Lynes**

**Number of Persons Served: 18**

**Congressional District Served: Sixth**

## **SUBGRANT INFORMATION (if applicable)**

**Library Name: Scott County Public Library**

**Project Director: Earlene Arnett**

**Phone Number: 502-863-3566**

**Fax Number: 502-863-9621**

**Email: earlene.arnett@mail.state.ky.us**

**Library URL: http://www.scottpublib.org/**

**Library Address: 104 South Bradford Lane, Georgetown, KY 40324-2335**

## **LSTA Purpose**

**Services for Lifelong Learning**

## **State Goal**

☒ Strengthen libraries as resources in meeting economic, educational, cultural, and recreational needs

## **IMLS Primary Performance Category**

☒ Cultural Heritage

## **IMLS Secondary Performance Category**

☒ Education

## **Primary Users**

- ☒ Children
- ☒ Senior citizens
- ☒ Young adults and teens

## **Primary Service**

- ☒ Continuing education for public
- ☒ Cultural heritage programs
- ☒ Digitization and digital library programs

**Start Date 10/01/02**

**End Date 09/30/03**

**Project Purpose**

Provided a partnership project to create a Community Digital Storytelling Center to develop both oral history stories of the community and individual personal stories.

**Project Activities/Methods**

The initial plan was to involve students from local schools. However, this idea had to be abandoned because students were not readily trained in the iMovei software which made it impossible for them to tutor seniors. In their place, library staff were trained on how to use the software, thus spending more hours on this project than was originally planned. Each storyteller was given a set of guidelines and suggestions as they joined existing groups of storytellers. Each worked at his/her own pace with one on one assistance from school personnel, library staff, and volunteers.

During the first quarter, equipment was purchased and software installed. A committee met to identify historical events, places, and potential storytellers, etc. Contacts were made and by December 10 citizens had committed to 'tell their story'. At this time, three storytellers had written and recorded their stories and pictures were being scanned.

In the second quarter the project was introduced to the Daughters of the American Revolution at their regularly scheduled meeting. Library staff set up an informational booth at the Senior Citizens' Seminar, where several contacts were made. Workshops for those interested in starting the oral history were held. Two stories were posted on the school site. A digital storytelling brochure was produced for recruitment purposes and instructors developed a step-by-step instructional guide. Fourteen commitments were made. The library was experiencing some difficulties with the software program selected for this project.

During the third quarter local school technology staff (whose project funding ended in June) and the library director made formal recruitment presentations; encouraged those in attendance that their story is of interest to others; and made follow-up personal contacts with tellers who had shown interest. Teachers trained volunteers and library staff on the use of iMovie software for digital storytelling. During this quarter 7 stories were completed and posted on the Web. The featured story in the Georgetown News-Graphic promoted digital storytelling.

By the final quarter, a prominent local artist displayed a large collection of her photography featuring US-20 with her digital story on the same subject. She had travelled along US20, the longest road stretching from the east to the west coast, documenting places, people and events with her photography. She is currently working with her daughter to publish a book about US20. Her exhibit attracted more storytellers. Most bugs were ironed out to eliminate technical problems that were encountered earlier in the season. Meanwhile, everyone was beginning to have more confidence. Ten stories were completed since the beginning of the project year and ten more are in the process of completion.

**Project Outputs**

During the course of the year, a total of fifty-one workshops were held. By the close of the project year, ten digital stories came to completion and were posted on the web. Ten additional stories are in the process of completion.

80% of seniors were eager to work with Apple computers while only 10% of them had prior experience with this type of technology.

The library purchaed a fire-wire drive to store stories in laptops. This allowed tellers to store drafts in any laptop that's available during working sessions.

The step-by-step instructional guide developed by instructors will be useful after the project term

Five formal recruitment presentations were conducted at Daughters of America, Seniors Citizens Center, Rotary Club, Senior Citizens Book Club, etc.

**Project Outcomes (What were the results?)**

The senior community has shown great interest in the library's digital storytelling. All digital stories are now accessible to the public from the local school system website with a link from the library website. The school website is [www.scott.k12ky.us/technology/digitalstorytelling/ds.html](http://www.scott.k12ky.us/technology/digitalstorytelling/ds.html) and the library website, <http://www.scottpublib.org/>.

The attempt to connect local students with senior citizens did not materialize, but there were a lot of exciting inter-generational activities going on as some storytellers worked on their stories with young family members.

Funding for this project allowed the library to purchase equipment and train library staff in digital storytelling, but the greatest impact was on the community. In addition to local residents, many teachers were re-introduced to the public library and its services to everyone in the community. This partnership with the schools has allowed library staff to develop stronger relationship with school technology staff. Thus, grew the opportunity to share knowledge.

While the library has a technology lab and staff that teach adult computer classes, this project allowed seniors to further expand their technology skills creatively while documenting historic data through digital storytelling.

**Additional Project Outcomes (What are the data sources?)**

All participants were asked to complete an evaluation. On the evaluation they were asked what their level of technology knowledge was before the project and also asked if they learned new technology skills during the project. While some did have some technology knowledge all participants indicated that they had learned new skills by project end.

The overall strength of the project was the senior tellers desire to complete their project and the degree of perfection each one attempted. The stories are a wonder documentation of our community's past and present.

**Anecdotal Info**

From the library director:

As an observer, I was delighted in the camaraderie of the group. Each teller listened to the stories of others and gave excellent feedback. Tellers shared technology tips that they had learned with each other. One of my greatest pleasures was watching a granddaughter work with her grandmother in telling her story of "Down Home". They searched the internet together selecting just the right picture and music to illustrate their point.

One teller had written a remembrance of her grandmother-in-law ten years ago. This piece was not shared with anyone, including family members. Digital storytelling became therapeutic for her. Her 'secret' story turned into a labor of love. By the end of the process of telling, recording and arranging her story, she was most proud for it to be posted on the web. She also created the writing in booklet form for family members who did not have computers.

For one story teller, using the digital storytelling process has preserved his special family story. He said that he is the 'old man' telling the story today and will not have to worry about who in the next generation will know and learn his story.

I liked being able to put family memories into a format that will be easily accessible.

**Exemplary Reason**

This project brings young and old together to work on a project. It introduces technology to people who might never have used it before. It also preserves the past of our senior citizens and community in a digital and accessible format so that students and other citizens can continue to learn from the pasts of our seniors as our students prepare for their own future. This project brings different generations of the community together to celebrate culture and knowledge and to find others with whom to share their interests and enjoy unique learning experiences. The product of this project will last for years.

# **LSTA ANNUAL PROJECT REPORT KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**

**FY2003**

**Project # 4C1h**

**Funds Awarded: \$5,390**

**Project Title: Library Programming Subgrant-Warren County**

**KDLA Project Monitor: Tezeta G. Lynes**

**Number of Persons Served: 670**

**Congressional District Served: Second**

## **SUBGRANT INFORMATION (if applicable)**

**Library Name: Bowling Green Public Library**

**Project Director: Lisa Rice**

**Phone Number: 270-781-4882**

**Fax Number: 270-481-7323**

**Email: lisar@bgpl.org**

**Library URL: http://www.bgpl.org/**

**Library Address: 1225 State Street, Bowling Green, KY 42101-2696**

## **LSTA Purpose**

**Library Technology, Connectivity and Services**

### **State Goal**

☒ Improve recognition/support for library/archival services

### **IMLS Primary Performance Category**

☒ Access

### **IMLS Secondary Performance Category**

☒ Communities

### **Primary Users**

☒ Adults

☒ Rural populations

☒ Senior citizens

### **Primary Service**

☒ Continuing education for public

☒ Marketing and promotion of library services

☒ Outreach services

**Start Date 10/01/02**

**End Date 09/30/03**

**Project Purpose**

To increase usage of the library by the adult population by introducing them to the library through a Southern Expression programming series designed to highlight a few of the many means by which southerners choose to express themselves creatively.

**Project Activities/Methods**

To kick off the Southern Expressions series and promote the monthly programs a function for local media took place in the early part of the first quarter. Information about the Southern series, and resource handbooks outlining the library's services and programs available to the public, were distributed to each media contact person. Publicity and promotion of each program was intense and proved to be the key in the success of the project. The publicity included an TV interview of one of the featured authors, programming flyers, newsletters, ads, and displays in several areas around town.

At the first Southern Expression program in November, there were 120 persons waiting to hear Appalachian novelist Sharyn McCrumb. The December event on Southern Heritage was not quite as successful. This was probably not the best time of year for programming as there were only 7 in attendance.

The second quarter of the fiscal year started with author Silas House doing a Writer's Workshop in January. Despite severe weather and school cancellations, 25 attended the workshop 47 and 47 came for the reading that evening. In February, Steve Ross the storyteller drew a crowd of 32.

Other programs featured book readings, storytelling, southern culture, hobbies and music. By the close of the project year, ten digital stories came to completion and were posted on the web. Ten additional stories are in the process of completion. Extra copies of featured author works were purchased to fill increased requests.

**Project Outputs**

A total of 14 programs were scheduled and presented during the course of the project year and 670 adults attended. Extra copies of specific books were purchased and displayed at the library.

During the first month of the project, there was a 4% increase in the number of adults applying for new library cards and a 10.9 % increase in circulation for the same group. By the end of the fiscal year 2003, adult material circulation saw a 10% increase over the fiscal year 2002.

After the Creative Gardening program, the June report showed a 35% increase in circulation for library items about landscaping and gardening.

Additionally, a total of 3,667 adults applied for library cards deeming the Southern Expression Series of programs a great success.

At least 750 bookmarks and flyers were printed and mailed to Friends of the library and other locations. Other publicity and promotions occurred through press releases, newspaper articles, the library's website, local television stations, as well as posters and displays at local bookstores and other prominent areas around town.

**Project Outcomes (What were the results?)**

The benefits of this series for the library continue to be increased circulation, the building of a reputation for quality programming and confidence to continue searching for the interest points of our patrons. The benefit for our patrons varies from program to program and from patron to patron. Attendees for the Creative Gardening program came with notebooks in hand and specific needs and questions.

The first objective of the Southern Expression Series was to increase adult participation in library and thus introduce them to services offered by their library. During the previous fiscal year, the library offered 9 adult programs with 242 adults attending those programs. Southern Expression had 14 programs with 670 adults who attended. This significant increase in adult participation and attendance at the library was due to the increase in the number and type of programs offered to the public.

The other objective of the library was to increase the activities of adults in the library some of which may be in the form of increased adult material circulation. As the statistics in the Output's section of this report indicate, this was achieved.

**Additional Project Outcomes (What are the data sources?)**

The most tangible accomplishment and benefit is the fact that circulation increased 21%. Surveys administered following the events revealed that more than half of the attendees had never been to a library-sponsored program.

While the popularity of the project is evident in circulation and attendance statistics, perhaps the greatest satisfaction came from patron comments and compliments following each event.

Additional funds have been diverted to the programming budget to accommodate increased adult participation in library programming. This increased interest can be attributed to both the quality and variety of events provided for patrons. The quality of these programs has not only attracted patrons from the community, but has also cultivated pride among library staff. It has also garnered the library a reputation of excellence among Southern authors and staff confidence to approach them, which was once believed to be out of the realm of possibility.

The contacts and experiences gained throughout the implementation of this project have made it possible for the library to continue quality programming at a growing rate. The relationships developed during the grant year were some of the most unique opportunities for library advocacy. For example, an author made this statement in a video message to the local Chamber of Commerce, "I've done two events with them at the library and also worked with them on the Southern Kentucky Book Festival. They're the best library in Kentucky. That's all I can say and I don't hesitate to say that everywhere I go, because the librarians there care about books, they care about authors, and most of all they care about their patrons."

**Anecdotal Info**

The contacts and experiences gained throughout the implementation of this project have made it possible for the library to continue quality programming at a growing rate. The relationships developed during the grant year were some of the most unique opportunities for library advocacy. For example, an author made this statement in a video message to the local Chamber of Commerce, "I've done two events with them at the library and also worked with them on the Southern Kentucky Book Festival. They're the best library in Kentucky. That's all I can say and I don't hesitate to say that everywhere I go, because the librarians there care about books, they care about authors, and most of all they care about their patrons."

The project director states, "The writing workshops with author Silas House and Kentucky Poet Laureate Dr. Joe Survant have made some of the most significant impact on our patrons."

Comments from patrons:

I can't believe we're fortunate enough to have a library that brings the likes of Silas House. And as far as providing materials - the library is just great.

I'm thrilled that the library hosted an event of this caliber. I truly appreciate all the efforts that went into making this event special.

Please have more seminars... These seminars were GREAT! Thanks.

Thanks so much for organizing this workshop and offering it to the public (fledgling writers like me appreciate it!) I'd love to attend another...

From the project director: The Monday following the Creative Gardening program I was contacted by a patron who had attended the program. She had been bringing her children to library programs for some time, but had never attended an adult program. She said she was surprised by how much she enjoyed the program and how it had renewed her enthusiasm for reading for herself, instead of just for her children.

# **LSTA ANNUAL PROJECT REPORT KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVES**

**FY2003**

**Project # 4C1i**

**Funds Awarded: \$5,437**

**Project Title: Library Programming Subgrant-Robertson County**

**KDLA Project Monitor: Tezeta G. Lynes**

**Number of Persons Served: 63**

**Congressional District Served: Fourth**

## **SUBGRANT INFORMATION (if applicable)**

**Library Name: Robertson County Public Library**

**Project Director: Carol Mitchell**

**Phone Number: 606-724-5746**

**Fax Number: 502-724-5746**

**Email: carol.mitchell@mail.state.ky.us**

**Library URL: http://www.rcpl.state.ky.us/**

**Library Address: 148 North Main Street, P.O.Box 282, Mount Olivet, KY 41064-0282**

## **LSTA Purpose**

**Library Technology, Connectivity and Services**

## **State Goal**

☒ Strengthen management of systems/services needed to meet information needs

## **IMLS Primary Performance Category**

☒ Access

## **IMLS Secondary Performance Category**

☒ Access

## **Primary Users**

☒ Adults

☒ Children

☒ Young adults and teens

## **Primary Service**

☒ Continuing education for public

☒ Education related services for children and teens

☒ Training for the public

**Start Date 10/01/02**

**End Date 09/30/03**

**Project Purpose**

To help individuals become savvy technology users by offering a technology training program called Digital Multi-Media Clubhouse. The program trained individuals to navigate the challenge of new information technologies, provided access to these technologies and motivated and assisted patrons to use technology to their advantage in education, employment, and in their homes.

**Project Activities/Methods**

The library completed its relocation to a new building facility during this project. Publicity, promotion, and campaigning of DMMC soon took over as posters and flyers were distributed to local media, businesses, the library's website, and various organizations.

The first round of classes conducted included: Basic Computer/Windows; Basic Word Processing; Spreadsheets, and Presentation Software.

Participants learned how to use email services plus how to attach and email scanned photographs to friends and family. This experience gradually increased their interest in digital photography.

The following classes were offered on Tuesdays, Thursdays, Fridays and Saturdays. Weekend classes were for school age kids and weekday evening classes for adults.

- Video Capturing/DVD Burning, HTML Web Design
- Computer Refurbishing for Grades 9-12, Basic Windows
- CD Burning
- Basic Windows with Internet and Email
- Digital Photography/Scanning
- Computer Refurbishing for Adults, and
- Microsoft Office Suite (Word, Excel, PowerPoint).

As participants completed their first attempt at technology, they received the BYTE badge and from there went on to receive the GIGABYTE. As they progressed they got a BIT and a MEGABYTE. Successful completion of coursework finally earned students the TOP TECHIE badge of which participants were most proud.

**Project Outputs**

The first round of classes enrolled 29 participants. 19 of those successfully completed all requirements and classes. By the end of the project year a total of 63 participated and completed both series of classes.

Digital cameras, books, a CD burner, a DVD player, and a variety of computer training software were purchased to be checked out by trainees and patrons.

The library provides twenty-one computers for research and other activities, including portfolio typing. Thirteen were used mainly for word processing, Internet and mail; two computers were used for research using the Internet as well as CD software containing encyclopedias, dictionaries, thesauri, etc.; and six computers were dedicated to Internet and network gaming, CD burning, scanning, digital photography, and video capturing.

**Project Outcomes (What were the results?)**

Participants learned, for the first time, how to use the mouse and navigate in Windows and in a Web browser on the Internet. After learning how to create free email account and how to send/receive emails, students came across an advertisement promoting online coupons from a local supermarket. They scanned their supermarket card into the computer, gained access to the coupons and later applied the discounts during their routine visits to the grocery store.

Students learned how to complete forms online and became knowledgeable in how the information was used by companies for demographics as well as pinpointing advertising based on those demographics, for job applications, etc.

Positive learning experiences helped increase interest in scanning and manipulating photographs to send to family and friends anywhere in the country or the world. Many who were previously not aware of services offered at the library, gained positive and exciting new experiences of learning about services available at the library, even after the conclusion of the classes.

Those who were intimidated by technology at one time, now embrace technology more fully because the classes have helped ease concerns and raise the comfort level. The success of these classes have helped increase interest in more classes in the future.

**Additional Project Outcomes (What are the data sources?)**

Between access to more computers and technology and the available training, the computer use alone for this library has increased nearly 100%. Patrons have come in to use technology that participants of the program have told them about. Many have brought the participant along to teach them what they had learned in the classes.

Elderly patrons are now being noticed in the library using the Internet or emails. This training has opened up possibilities for them to see their children and grandchildren on a daily basis. Grandparents at the library are busy sending and receiving photos of their children, grandchildren, and in one case, great grandchildren.

Because of these popular classes, a teacher from the local schools brought an entire class to the library to work. Among these students were DMMC participants, who prepared research presentations for teachers or assisted fellow classmates during visits to the library using knowledge and skills gained at DMMC classes. The number of students doing homework using library technology has increased drastically.

Making the classes available to a wide age group has allowed circulation at the library to increase by more than 5%. It has also turned the library into a technology and communication 'hub' of this small rural community.

**Anecdotal Info**

"One of the most impacting story comes from a lady in her early 50's and very open to technology. She started taking the Basic Windows class which taught the very basics about the computer right down to how to use the mouse properly. She caught on very quickly. Soon, she was checking her email and doing searches for recipes. During a short period between the first and the final round of classes, she visited the library at least 3 times a week to use the computers. Others from the classes would come in periodically but not near as much as she would. She learned how to burn CD's, how to use a scanner and digital camera, how to video capture and burn dvd's and finally to refurbish a used computer.

Another prime example of success is an excited patron who now comes to the library to read the newspaper and check email almost daily. After learning how to burn CD's and do word processing, he moved on to the area of HTML and Web design. Today he uses what he learned as a hobby. As a musician who has a CD, he created a website and made available some of his songs to download music from his CD. He is also excited about his CD's being available for purchase at <http://mobluesmusicky.tripod.com>.

From patrons:

"I never knew I could capture video from a VCR to put into DVD"

"I didn't know the library offered this much access to technology."

"When are you going to have more classes?"

"You can get more at this library than you can in larger libraries."

"I won't have to get my children to help when I get stuck on the computer."

Library Director: "We have made a lasting impact and have enriched technology learning in Robertson County". The library staff relate that these classes have helped them learn more about technology in many ways and they use the new knowledge to help patrons".

### **Exemplary Reason**

While technology training for the public is not new for larger libraries, it can be an exemplary program for small county libraries. The strength of this project was the openness to technology for everyone, regardless of age or education. Great time was taken to not intimidate anyone and to make the classes fun and educational. The library director advises that many older participants can become intimidated and easily give up if things appear too difficult. Be prepared to change what was planned because the personalities of the group can steer you in another direction. Being flexible is a necessity. This project has allowed the library to offer technology and learning for the 21<sup>st</sup> century. It has opened up a wide range of resources for both old and young thus making the library the technology and communication "hub" of the community.

THE LIBRARY SERVICES AND TECHNOLOGY ACT  
STATE ADMINSTRATED PROGRAM  
ANNUAL REPORT  
KENTUCKY

FFY 2003  
FISCAL BREAKDOWN

PROVIDE ACTUAL EXPENDITURES FROM THE **PREVIOUS** YEARS FUNDS.

GRANT PROGRAM ACTIVITIES	LSTA	STATE	LOCAL	TOTAL
<b>OBJECTIVE # 1</b> Strengthen the ability of all citizens of Kentucky to have fee and equal use of a full range of library and information services by providing and improving access to all types of resources to meet the needs of all types of users.	1,086,972.98	0.00	0.00	1,086,972.98
<b>OBJECTIVE # 2</b> Increase awareness of library and information services and program to the underserved urban and rural communities to allow them to fully utilize library and information resources and support outreach and partnerships with organizations and agencies that will help further the library mission.	140,171.57	0.00	0.00	140,171.57
<b>OBJECTIVE # 3</b> Improve the ability of libraries to meet the informational and recreational reading needs of children and young adults by promoting the planning, maintenance and expansion of programs and by providing librarians who are well educated, effective, and confident in their work to assure that Kentucky's children receive high quality public library service.	142,968.96	0.00	0.00	142,968.96
<b>OBJECTIVE # 4</b> Strengthen the statewide library system by providing a competent, qualified workforce to serve the citizens of the state and by encouraging and supporting creative programming that will meet the specific needs of communities regardless of economic, educational, geographical or physical barriers.	194,614.97	0.00	0.00	194,614.97
<b>TOTAL</b>	1,564,728.48	0.00	0.00	1,564,728.48
Administration (included in Goal # 2)	33,870.19	0	0	33,870.19

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FFY 2003  
FISCAL BREAKDOWN

PROVIDE ACTUAL EXPENDITURES FROM THE **CURRENT** YEARS FUNDS.

GRANT PROGRAM ACTIVITIES	LSTA	STATE	LOCAL	TOTAL
<b>OBJECTIVE # 1</b> Strengthen the ability of all citizens of Kentucky to have fee and equal use of a full range of library and information services by providing and improving access to all types of resources to meet the needs of all types of users.	249,625.87	1,403,400.00	0.00	1,653,025.87
<b>OBJECTIVE # 2</b> Increase awareness of library and information services and program to the underserved urban and rural communities to allow them to fully utilize library and information resources and support outreach and partnerships with organizations and agencies that will help further the library mission.	26,907.71	300,000.00	0.00	326,907.71
<b>OBJECTIVE # 3</b> Improve the ability of libraries to meet the informational and recreational reading needs of children and young adults by promoting the planning, maintenance and expansion of programs and by providing librarians who are well educated, effective, and confident in their work to assure that Kentucky's children receive high quality public library service.	5,751.49	0.00	0.00	5,751.49
<b>OBJECTIVE # 4</b> Strengthen the statewide library system by providing a competent, qualified workforce to serve the citizens of the state and by encouraging and supporting creative programming that will meet the specific needs of communities regardless of economic, educational, geographical or physical barriers.	40,625.36	501,000.00	0.00	541,625.36
<b>TOTAL</b>	322,910.43	2,204,400.00	0.00	2,527,310.43
Administration (Included in Goal # 2)	8,660.79	300,000.00	0.00	308,660.79

**THE LIBRARY SERVICES AND TECHNOLOGY ACT  
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**FFY 2003  
FISCAL BREAKDOWN**

**(a.) Matching Requirement. Enter total State and local funds available for carrying out the State's annual program in FY 2003.**

State Funds		5,913,800
Local Funds		5,913,800
State Match Required	1,129,114	5,913,800

**(b.) PROVIDE ACTUAL OBLIGATIONS FROM THE CURRENT YEARS FUNDS PROGRAMMED AS CARRYFORWARD TO FY 2003.**

GRANT PROGRAM ACTIVITIES	LSTA
<b>OBJECTIVE # 1</b> Strengthen the ability of all citizens of Kentucky to have fee and equal use of a full range of library and information services by providing and improving access to all types of resources to meet the needs of all types of users.	1,408,210.57
<b>OBJECTIVE # 2</b> Increase awareness of library and information services and program to the underserved urban and rural communities to allow them to fully utilize library and information resources and support outreach and partnerships with organizations and agencies that will help further the library mission.	120,000.00
<b>OBJECTIVE # 3</b> Improve the ability of libraries to meet the informational and recreational reading needs of children and young adults by promoting the planning, maintenance and expansion of programs and by providing librarians who are well educated, effective, and confident in their work to assure that Kentucky's children receive high quality public library service.	110,000.00
<b>OBJECTIVE # 4</b> Strengthen the statewide library system by providing a competent, qualified workforce to serve the citizens of the state and by encouraging and supporting creative programming that will meet the specific needs of communities regardless of economic, educational, geographical or physical barriers.	230,000.00
<b>TOTAL</b>	1,868,210.57
Administration (Included in Goal # 2 Total)	30,000.00

LIBRARY SERVICES AND TECHNOLOGY ACT  
KENTUCKY  
FY2003 PROJECT ACTUALS BY SOURCE OF FUNDS

NO.	PROJECT NAME	FY 2002 CARRY- OVER FUNDS INTO FY 2003	CURRENT FY 2003 FUNDS			TOTAL OBLIGATIONS			FY 2003 CARRY- FORWARD FUNDS INTO FY 2004
			LSTA	STATE	TOTAL	LSTA	STATE	TOTAL	
1A1	KULS	109,977	14,852		14,852	124,829		124,829	120,000
1A2	KY GUIDE PROGRAM (KAMCAT)	7,130	0		0	7,130		7,130	30,000
1B1	Collection Digitization Subgrant	0	0		0	0		0	20,000
1B2-A	Archival Finding Aid Conversion	0	0		0	0		0	20,000
1B2-B	Archival Photograph Digitization	0	0		0	0		0	10,000
1B3	Library Automation Subgrants	132,588	0		0	132,588		132,588	120,000
1B4	Support For Library Consortia	126,958	60,246		60,246	187,204		187,204	200,000
1C1	Centralized TechnicalSupport	6,526	4,249	295,000	299,249	10,775	295,000	305,775	50,000
1C2	Audiovisual	43,358	0	160,000	160,000	43,358	160,000	203,358	30,000
1C3	Tech Support - Field Services	72,071	5,162		5,162	77,233		77,233	80,000
1C3-A	Tech Support - Consultant Corsortium	40,000	0		0	40,000		40,000	30,000
1C3-B	Tech Support - Library Innovation Sub.	1,272	0		0	1,272		1,272	0
1C4	Information Technology - KDLA	218,958	122,460		122,460	341,418		341,418	326,211
1C5	Large Print Collection	26,939	9,130		9,130	36,069		36,069	30,000
1C6	St. Lib. Reference/Research Services	183,564	31,971	531,000	562,971	215,535	531,000	746,535	210,000
1C7	Telecommunication Services Support	23,479	594		594	24,073		24,073	50,000
1D1	KY Talking Book	2,753	961	369,000	369,961	3,714	369,000	372,714	2,000
1D1-A	Louisville Subregional Talking Book	53,400	0	42,000	42,000	53,400	42,000	95,400	50,000
1D1-B	Northern KY Talking Book	38,000	0	6,400	6,400	38,000	6,400	44,400	30,000
2A1	Communication / Awareness	62,393	9,369		9,369	71,762		71,762	60,000
2A2	Web Development Subgrant	18,041	3,028		3,028	21,069		21,069	10,000
2A3	Awareness Leadership Institutes	10,875	5,850		5,850	16,725		16,725	10,000
2B1	School & Library Partnership	14,992	0		0	14,992		14,992	10,000
2C1	Administration Reporting	33,870	8,661	300,000	308,661	42,531	300,000	342,531	30,000
3A1	Children's and Young Adult	112,918	5,752		5,752	118,670		118,670	110,000

LIBRARY SERVICES AND TECHNOLOGY ACT  
KENTUCKY  
FY2003 PROJECT ACTUALS BY SOURCE OF FUNDS

NO.	PROJECT NAME	FY 2002 CARRY- OVER FUNDS INTO FY 2003	CURRENT FY 2003 FUNDS			TOTAL OBLIGATIONS			FY 2003 CARRY- FORWARD FUNDS INTO FY 2004
			LSTA	STATE	TOTAL	LSTA	STATE	TOTAL	
3A2	C & YA - Summer Reading Promotion	15,000	0		0	15,000		15,000	0
3B1	C & YA - Early Childhood Dev. Sub	15,051	0		0	15,051		15,051	0
3B2	C & YA - Youth Services Training	0	0		0	0		0	0
4A1	Training Equip/Data Proj. Subgrant	18,843	0		0	18,843		18,843	30,000
4A2	Continuing ED - KDLA	24,831	4,539		4,539	29,370		29,370	20,000
4A3	Continuing ED - Public Libraries	77,128	13,887		13,887	91,015		91,015	90,000
4A3	Continuing ED - PL subgrants	579	11,593		11,593	12,172		12,172	0
4A3-A	CE - Library Trustee Conference	5,000	0		0	5,000		5,000	0
4A4	CE - MLS Training Subgrant	0	0		0	0		0	0
4B1	Regional Consultant and Assistance	16,936	10,213	501,000	511,213	27,149	501,000	528,149	50,000
4B1-A	Library Consultant Resource Support	3,752	393		393	4,145		4,145	0
4C1	Programming Subgrants	47,546	0		0	47,546		47,546	40,000
	Total Federal/State LSTA Projects	1,564,728	322,910	2,204,400	2,527,310	1,887,638	2,204,400	4,092,038	1,868,211
	State Aid Expenditures			3,709,467			3,709,467		
	Total MOE			5,913,867			5,913,867		